





# How to Make The Wheel Go



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## A Manual of the Epworth League

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# HOW TO MAKE THE WHEEL GO

A MANUAL OF THE  
EPWORTH LEAGUE

FOR THE USE OF

Pastors, League Officers, and Members

BY  
BYRON E. HELMAN

MEMBER OF THE BOARD OF CONTROL FROM THE FIFTH  
GENERAL CONFERENCE DISTRICT

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REVISED EDITION

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# PREFACE.

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This Manual has been prepared in response to many kindly urgent requests to "tell how to make the wheel go." It aims to be helpful to the Leaguer seeking details; to the aspirant who wants the broadest outlook; to the earnest, faithful soul who has just been elected an officer and "wants to do his duty" but "does not know how" and who needs the very simplest information.

Many repetitions will be noted. This is due to a desire to impress certain matters that the writer deems very essential, or in some cases they are permitted in order to round up the work under a given head. The critic will kindly bear with these for the sake of the many who may need them or of those who needing all may read but that part having to do with their own work.

The writer would be pleased to receive from League workers suggestions as to other plans and methods that have proved successful, programmes, reports, etc., that will be of general interest. In a future edition, this material will be garnered for the common good.

Fraternally,

BYRON E. HELMAN.

CLEVELAND, OHIO.

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## THE EPWORTH LEAGUE.

1. The Epworth League is the name of the young people's society of the Methodist Church. Where used in relation to any branch of that great ecclesiastical body, it is qualified by adding the divisional name; as, the Epworth League of the Methodist Episcopal Church, the Epworth League of the Methodist Episcopal Church, South, the Epworth League of the Methodist Church of Canada, the Epworth League of the Wesleyan Methodist Church, etc.

2. For the effective carrying on of its work the League is organized as follows: The Epworth League; the Epworth League of the Methodist Episcopal Church (using this branch as illustrative); the General Conference District Epworth League; the District (Presiding Elder's) Epworth League; the Chapter (the League in the local church).

3. There may be Sub-District, Conference, and State Leagues, but they are not parts of the system.

4. The League of the Methodist Episcopal Church exists by the authority of the General Conference of that Church and is subject to it. See pages 88-91.

5. The general direction and management of the League is vested in the Board of Control, a body composed of fifteen persons appointed by the Board of Bishops, one of whom shall be a Bishop, who shall be President of the Epworth League and of the Board of Control, and of one member from each General Conference District, to be chosen, at the General Conference, in the several General Conference Districts respectively. This body elects the general officers of the League, with the exception of the Secretary and Editor of the *Epworth Herald*, who is elected by the General Conference.

### CONSTITUTION AND BY-LAWS FOR CHAPTERS.

6. The Constitution is subject to change by the Board of Control, but not by local Chapters.

7. The By-Laws, relating as they do to management, are subject to change and amendment by local Chapters.

**Pledge.**—Each Chapter may decide for itself whether it shall require the Pledge as a condition of membership. Chapters are not permitted to vary the wording of the Pledge or omit any parts of it. It is deemed best to vest this power in the Board of Control only. The Constitution says :

Wherever a Chapter so decides, there shall be two classes of members, active and associate. Active members shall, in addition to election, as provided in section 1, subscribe to the following pledge :

I will earnestly seek for myself, and do what I can to help others attain, the highest New Testament standard of experience and life. I will abstain from all those forms of worldly amusement forbidden by the Discipline of the Methodist Episcopal Church, and I will attend, so far as possible, the religious meetings of the Chapter and the Church, and take some active part in them.

In such cases, active members only shall be eligible to election as officers of the Chapter. Associate members shall be entitled to all other privileges of membership.

**Colors.**—The Epworth League colors consist of a white ribbon with a scarlet thread running lengthwise. The white is emblematical of the purity of Christ's life; the red, his blood shed for us.

**Badge.**—The badge is a Maltese cross, bearing on the right and left sections the initials of the Epworth League and in the center a cross from which rays of light issue. The motto is in the circle around the center.

**Motto.**—"Look up, lift up."

**Sentiments.**—"I desire to form a league, offensive and defensive, with every soldier of Jesus Christ."—*John Wesley.*

"We live to make our own church a power in the land, while we live to love every other church that exalts our Christ."—*Bishop Simpson.*

## HOW TO ORGANIZE A CHAPTER.

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### PRELIMINARY.

1. Consult with your Pastor and secure his consent to organize a League and ask for his co-operation in organizing it.

2. Secure a copy of the Constitution, the By-Laws and other League literature. You can get these free of charge by writing to the Central Office of the Epworth League, No. 57 Washington Street, Chicago, Ill.

3. Study these leaflets and become familiar with their contents so that you may be able to tell others about the League.

4. Talk the matter up with persons likely to become members.

5. Have the Pastor announce a time and place for a meeting to organize a League.

6. Ask your Pastor to be present. Invite some of the official members of the church also.

7. Prepare a ruled paper or a book to be used for recording the names and addresses of members. You can cut one or more copies of the Constitution into parts and paste them on the paper or in the book, and beneath these arrange for the names and addresses of members.

8. Have some one draw the "Epworth Wheel" on the black-board or on a large sheet of cloth or paper. This can be used to good advantage as a direct object

lesson in setting forth the division into departments and the work and methods of the League.

9. Make this meeting the subject of careful thought and earnest prayer. *Very much depends upon the first step.*

#### AT THE MEETING.

1. Select some person to act as chairman. If the Pastor is present, invite him to preside.

Your Pastor may prefer not to preside, as it might possibly prove embarrassing for him to select committees or render decisions. He can serve you better on the floor. These meetings are for the education of the young people and as a rule Pastors prefer to have young people manage for themselves, subject, of course, to their approval and their greater experience and more mature judgment.

2. Select some person to act as secretary.

3. By previous arrangement, the Pastor should present briefly the reasons for organizing a League.

4. The chairman or some one who has prepared himself should now present clearly and fully the plan of the League, the steps in organization, and the various lines of work that the League may undertake, illustrating, by the use of the diagram, the "Epworth Wheel."

5. Three or more persons should be appointed to take the names of those present who will join the League. All who sign and join in getting a Charter are "Charter Members." Record or keep a list of these names.

6. Before the meeting adjourns, have the members sign the Constitution.

7. Provide a copy of the Constitution for each member. You can hand it to each one as he signs the Constitution or during a service of introduction of members.

8. The blanks in the By-Laws should be filled as the majority may deem best.

*A.* Determine what meetings you will have.

*B.* Determine the evening and the hour for the devotional meeting.

*C.* Determine the date of the regular monthly meeting.

*D.* Determine the membership dues, if any. Make these as small as possible, so as to exclude no one and yet meet the necessary expenses.

9. The election of officers is next in order. See page 12.

10. Arrange for your first public meeting.

11. Have an informal consideration of methods and work that the League may undertake if the hour is not too late.

Nos. 10 and 11 may be referred to the Cabinet.

12. Adjournment.

## THE ELECTION OF OFFICERS.

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1. Various methods of election are in use. Each Chapter is free to elect its officers in its own way.

2. *A League will be no better than its officers.* Too great care cannot be taken therefore in the election of officers and it is recommended that as many safeguards as possible be thrown about the election of those who are to preside over your organization. If committed to a general vote, exercise great care in the making of nominations. Use a plan that takes plenty of time, makes election a formal matter and secures the best results.

3. Do not risk the interests of the League by hasty *viva voce* nominations or elections.

4. Some Chapters appoint a "committee on nominations," of which the Pastor is a member *ex officio*. This committee may be named a month in advance of the election or on the same evening, as may be thought best. The committee should confer with the Pastor, carrying out so far as it can his wishes as to persons to be selected and should select as officers those persons who are best qualified for the work assigned to their respective departments—persons who will serve and who will work.

5. The committee, after a careful consideration of persons and duties, should recommend one or more persons for each office. Note Article V of the Constitution.

6. The election may take place at this meeting or a subsequent one, as your local Chapter may determine. The Constitution (Article V, Section 2,) requires elec-



tion by ballot. In cases where but one name is recommended for an office (now and then it happens that there is one person who is peculiarly adapted and qualified for a certain position), much time can be saved by instructing the Secretary to cast the ballot of the Chapter for this one person. When several names are placed in nomination, election must be by ballot in the usual way.

7. Some hold that nominating committees do harm and so have nominations and elections by the Chapter in open meetings. If you use this plan, study to reach good results.

8. The writer believes that the best method of selecting officers would be: (1) the election of a President by the Chapter; (2) the selection and nomination of the other officers by the President-elect, with the advice and consent of the Pastor, and (3) their approval by the Chapter. This is the Federal plan; it is simple, and would give us as a rule an efficient corps of officers. Each Chapter must determine for itself what plan best serves its purpose.

9. All the officers must be approved by the Quarterly Conference or the Official Board.

10. The names and addresses of the officers should be sent promptly to the Central Office, No. 57 Washington Street, Chicago, Ill.

#### INSTALLATION OF OFFICERS.

No formal programme is necessary. The old officers may merely yield their places to the officers-elect and hand to them all League property in their possession.

If, however, a formal change is desired, the installation service found on page 102 may be used, or the Chapter may devise its own programme.

## MEETINGS.

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### I. THE DEVOTIONAL MEETING.

The Constitution requires each Chapter to hold a devotional meeting each week. The time and place are left to the local Chapter. Usage and many other considerations point to the hour before the Sunday evening preaching service as the best time for holding these meetings. For full consideration of this topic, see page 29 *et seq.*

### 2. THE MONTHLY MEETING.

*A.* There should be at least one League meeting each month on a stated evening, as the first Tuesday evening of each month. Any week-day evening may be selected. Some Chapters hold one meeting; some hold two and others hold even more than two. The happy medium seems to be one meeting a month. Semi-occasional meetings do not maintain the interest and too many meetings burden the members and tend toward confusion and disintegration. Too few destroy interest; too many dissipate energy.

*B.* The following will indicate in outline a desirable programme for the monthly meeting:

Devotional Exercises, . . . . .	10 minutes.
Business Meeting, . . . . .	15 "
Literary and Musical Programme, .	60 "
Closing Exercises, . . . . .	5 "

or,

Devotional Exercises, . . . . .	10 minutes.
Literary and Musical Programme, .	60 "
Business Meeting, . . . . .	15 "
Closing Exercises, . . . . .	5 "



C. The Third Vice-President and his committee should consider quite carefully the literary programme for each meeting. See page 44 *et seq.* for suggestions.

D. At these meetings the President should preside. The devotional exercises might be under the direction of the First Vice-President, and the literary programme under the direction of the Third Vice-President, or these officers may delegate certain ones to act for their respective departments.

### 3. THE ANNUAL MEETING.

A. This is merely the regular monthly meeting at which the officers for the ensuing year are elected, and except in this particular need not vary from the regular order. Some Chapters have the annual reports from the officers read; others hold these till the meeting for the installation of the officers-elect.

B. It is recommended that this meeting be held *before* the Annual Conference convenes in order that the League may be fully organized and be ready to greet and assist the new Pastor. He thus finds an organized force awaiting his command. To secure general uniformity, it has been suggested that Chapters elect their officers in January of each year.

### 4. SOCIALS.

See page 49 *et seq.*

### 5. MEETINGS OF DEPARTMENTS.

Some Chapters have found it very helpful to gather together all those assigned to a department for the purpose of becoming better acquainted and to talk over the work of the department so every one can understand it and be ready for any assigned duty. One, or, at the most, two meetings a year would be sufficient. Frequent meetings would be unwise.

## 6. JOINT MEETING OF OFFICERS AND COMMITTEES.

Once each year after the several officers and their respective committees have met and planned their department work, it will be found very pleasant, interesting and satisfactory to hold a joint meeting, when, after social greetings have been exchanged, one person from each department shall set forth for the benefit of all the work his department has decided to do. There is in this an incentive to action, a better knowledge of the work of the League as a whole, and the most generous and harmonious enthusiasm among the delegated workers, and this means a successful year's work. Try it.

## THE CABINET.

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1. ITS USE. The Cabinet is one of the distinctive and most important features of the Epworth League. Through its instrumentality every interest of the Chapter can be carefully considered and no conflict of interest or effort ever need occur. It holds the same relation to the League that any executive committee holds to the appointing body. A pastor puts it thus: "Six specialists planning how to help each other in all these special lines, so that no department shall suffer and all shall be helped."

2. WHO COMPOSE IT. The Pastor, the President, the First Vice-President, the Second Vice-President, the Third Vice-President, the Fourth Vice-President, the Secretary, the Treasurer, and the Junior League Superintendent.

### THE CABINET MEETING.

A "League at Work" will accomplish very much more by "systematic conference" between its officers and leaders than can be done by each member working for and in his own department. A business house has workers in charge of the various departments, employing many men. To produce harmony and union of effort, to turn out the most and the best product, to build up and enlarge the business and make money, there must be frequent conferences between the proprietors, the development of plans and methods by them, conference with those in charge of departments, and the instruction in turn of those who labor in the several departments. How long would a business house

exist without this mutual consideration of methods and interests? So, too, in the League. The members of a firm can confer in the office, at the dinner table, in the store and in the shop. As our League officers are scattered, we must have meetings where we can bring them together for consultation and conference as to League interests. The Cabinet meeting brings the departments together. The fact is, these meetings cannot be neglected without positive danger to the League. By them, all clashing of work, all dereliction of duty, all plans to be followed, all things to be done are considered and passed upon. Trouble cannot arise if it is understood *what each one is to do, what all are to do, and what the common object is*. The harmony of the League activities may thus be made perfect through this medium.

1. As soon as possible after the election of the officers they should meet in Cabinet session at such time and place as may be convenient for all and enter at once upon the work of the year.

Cabinet meetings should be held on a stated evening each month and an entire evening should be given to each. They are too important to slight.

2. The Pastor should be notified of all Cabinet meetings and be invited to be present.

3. The President is chairman *ex officio*.

4. A program for Cabinet meetings. Each President may arrange this to suit his pleasure. Proceed just as in any executive committee meeting. The following is a very excellent order:

A. Prayer.

B. Record of members present.

It should be understood by all the officers that if any one finds it necessary to be absent from a Cabinet, devotional or other meeting, then the next one in authority in that department, the first, second, third,

fourth or fifth committeeman shall be present to report for the department, to represent it and to act with full authority.

*The President should insist upon the observance of this rule.*

C. Reading and approving the minutes of the last meeting.

D. Report from the Pastor and each department and recommendations from the same.

It may be just as well to consider and act upon each report and the recommendations made before proceeding to the next department. Or, they can be left for miscellaneous business, if preferred.

E. Consider applications for membership.

F. Assignment of members to departments; also any transfers from one department to another.

At the first Cabinet meeting have the Secretary call the name of each member of the League. As the names are called the officers can consider each person's ability and needs and assign him to the department in which, all things considered, he can be of most service to himself and the League, and where in turn the special work will do him the most good.

Do not put all into one department, nor necessarily make all departments equal. Let the work, the needs and the good to each and all, determine the number in any department. Constantly keep in mind the relation of work to workers in each department. Do not slight any department so that its work suffers in consequence.

G. Miscellaneous Business.

H. Adjournment.

5. The Secretary should keep accurate minutes of the Cabinet meetings and record the same.

6. Each item of business should be attended to according to the rules of parliamentary procedure. Edu-

cation in such matters is a part of the League work. *Do not sit around and talk.* That accomplishes nothing. Attend to all matters in a business-like way and after a plan. Why not transact church business just as earnestly and systematically as you do your secular business in your home, office, shop or store? Motions should be made, seconded, discussed and voted upon as in any formal committee meeting.

7. Every officer should be instructed in his work, so he may fully understand it and the duties assigned to him. Thus equipped and going forth to win, all difficulties and dangers will disappear.

8. *Action by the League.* The Secretary should, at the regular meetings of the Chapter, present the recommendations of the Cabinet for the information and approval of the League membership. The Cabinet is but the executive committee of the Chapter and its work requires the approval of the Chapter.

9. *What has been gained?*

A. There has been consideration of League interests by those most interested and best posted.

B. There has been consideration before action.

C. Careful action by the Cabinet has freed the public League meetings of much useless discussion that oftentimes engenders ill feeling.

D. The pastor and officers viewing the whole field are much more likely to act wisely than a public meeting may.

E. Matters relative to character and conduct, dangers to the League and church, can be calmly and confidentially considered and to the good of all, when such action by a public meeting would be unwise and entirely out of the question. Sometimes just such private consideration is necessary.

F. The work of each of the departments has been



talked over, planned for, is understood by each and no confusion or jarring or clashing need result. In every store or shop lines of work cross more or less. So also in every organization, but no trouble ever arises where it is understood "*what each one is to do, what all are to do, and what the common object is. The harmony of work is perfect.*"

G. The work has been so planned that each officer can see that every member has something to do. This is most important. The work must not all be assigned to a few. The most capable must not be burdened. The weaker member, the mediocre, must be led, developed and instructed. See that these members of little experience and possibly less than the average ability have some work assigned to them, for the League is a training-school. The tendency is to enlist only the more capable persons, thus depriving the weaker ones of the education and the drill they need. Keep *all* at work and your League becomes a "hive of industry," interest grows, enthusiasm is generated, and great things are done for Him who loved us so wondrously, and all are done "in His name."

10. Plant your standard a little farther forward than you reach. Your noblest and best thoughts and highest hopes and aspirations will, with God's help, yield abundant fruitage to cheer and to gladden your own heart and cheer and bless the world.

## THE THEORY OF THE EPWORTH LEAGUE.

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All the officers of the League should study the League, its plan of organization, and discover the true spirit of the League movement. It may be helpful for us to consider now somewhat at length the theory set forth by the "Epworth Wheel" and seek a reason for the division into departments, their relations and the work of the several departments. In order that the officers may be good officers, they must grasp the idea of the League as a whole, the relation of its parts, be filled with "the spirit in the wheel." They may then raise their standards, plan their attack, bring forward every well disciplined division into its proper place and lead their triumphant armies to the grandest victories.

Young sings:

"How poor, how rich, how abject, how august,  
How complicate, how wonderful is Man!  
An heir of glory! a frail child of dust!  
Helpless immortal! insect infinite!  
A worm! a god!"

Take him as he is, man is assuredly a proper subject of study for mankind. The soul of man inhabits a tenement of clay, and yet what a distance between the two! The brain is "the organ of the soul;" the heart, "the seat of the affections;" the senses, "the windows of the soul."

"Each man himself an act of God,  
His mind a thought, his life a breath of God."

He knows, he feels, he chooses. Endowed as he is with the power of thought, he cannot help thinking, and so we say he has an intellectual nature. We feel



that "it is as natural and necessary for man to be conscious of rights, and to feel under obligation to do some things, and to abstain from others, as it is to think or feel," and hence, having moral ideas and feelings, we say he has a moral nature. So, too, we can think of man among his fellows bearing certain relations to them, influencing them and influenced by them, and having a social nature.

We speak of the faculties of the human soul, the intellect, the sensibilities and the will, and yet we understand that these are not altogether independent of one another. "A powerful intellect, to be developed into its normal attainments, needs to be stimulated by strong feelings, and to be held and directed by a determined will." An educator says: "The whole soul must be educated in the harmony of its powers, or it cannot be successfully educated in a single one. The intellect cannot be trained to superior activity or successful achievement except as the feelings are stimulated to a strong interest for the objects to which the intellect is applied or the ends for which it acts. The will must be taught to concentrate and fix the energies, and to direct them to harmonious and successful activity." Education, then, means harmonious development and the culture that is desirable is *symmetrical culture*.

Our church societies for young people are "schools for the development of the highest type of Christian character." We are to take man *as he is*, cultivate in him the Christian graces, harmonize discordant elements in his nature, teach him how to live, and keep him ever in the way that leads to life eternal. This means that his growth and development must be harmonious, that we must touch him upon all sides, and yet that all of these currents of life and activity must blend in *character*,—as pure as the distilled dew of

heaven, as stable as the everlasting hills;—character, that can “triumph over the most adverse circumstances, turning them into means of its own achievement; character that can transfigure and glorify the humblest lot.”

It may be that in the past too much attention has been given to development along one line. It is a very easy matter to give too much prominence to the social feature in young people’s societies and to make too much of it. There are those who believe that in some organizations *too much* attention has been given to intellectual culture, and there are also those who believe that in still other societies, social and literary development has received *too little* attention. The idea of “the new departure”—the Epworth League—is to take *man as he is*, to recognize the qualities—moral, mental and social—*which make him what he is*, and to use *all of these* for the glory of God and to make man *what he ought to be*.

To do this and to attend to the usual business of any organization, the work of the League is divided into six divisions, each of which is called “a department,” just as is done in a store or factory or in national affairs, and certain kinds of work are detailed in the diagram, to be planned for and looked after by each department.

The members are placed in the several departments where they can work to the best advantage and through which we can bring out of them the best there is in them and at the same time have them acted upon by the work of the other departments. The work is thus thoroughly systematized and naturally very much more is accomplished.

#### RELATION EXISTING BETWEEN DEPARTMENTS.

When we keep before us the object of the League, we can readily see the relative importance of each depart-

ment and the relation it holds to every other one. All of the work of all of the departments should, however, focalize upon the department having in its care the spiritual well-being of all of the members—the department of Spiritual Work.

#### THE HARMONY OF THE DEPARTMENTS.

Just as in a business house, it is next to impossible to avoid a certain seeming overlapping of work; *but if everything undertaken is first considered in the Cabinet meetings as it should be*, each officer will understand what he can do and what he is expected to do. Even if in the same public meeting all departments overlap, as in the devotional or monthly meeting, each officer may have some part to perform. Due consideration in Cabinet session will prevent any and all conflict of authority or interest.

*“All at it and always at it.”*

Let me repeat this again, for this is the keynote of success, the thing upon which the success and the value of the League depends. The League is a training school. This means that our weak members, the members having only average ability or even less than that, are to be developed under our care until they become graduates from our League school. To every member there can be and there should be assigned some work in the Sunday school, League or Church and it should be the care of every officer to see that these weaker ones are encouraged and assisted and made stronger. Do not, do not forget this important fact.

## THE LEAGUE AT WORK.

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### THE PRESIDENT AND HIS DUTIES.

1. Very much of the work, the interest, and the enthusiasm of the League, depends upon this officer. Exercise great care in selecting your President. Choose one who is entirely satisfactory to the Pastor and who will work in harmony with him, with the church officers and with the Sunday School Superintendent.

2. He should study the League and familiarize himself thoroughly with the work which the League undertakes to do, and with different methods of doing the work. He must be a constant reader of our League paper, the *Epworth Herald*.

3. He should keep each department actively at work and see that all departments are in harmony.

4. If an officer does not attend to his duties after patient conference with him and with the Pastor, it is better to ask for his resignation than to allow the interests of the League to suffer. They are too vital to permit of boy's play or lack of personal thought and earnest endeavor.

5. The President must bear in mind that the ultimate purpose of the League is the salvation of souls and the various kinds of work are to be used only as means to the accomplishment of this one grand object. He must do all he can through his officers and their committees to secure growth in grace and purity of heart, and train our young people in works of mercy and help.

His own life, his prayers and his own earnest effort will largely determine the character of the work.

6. He should familiarize himself with the more frequently used rules for the government of deliberative bodies so that he may preside at public and business meetings with credit to himself and the League. A copy of some good manual of parliamentary law should be at hand for reference.

7. Some Presidents prepare lists of questions bearing on the work of each department and submit these to the officers some little time before the Cabinet meeting. The officers are to work out answers from their own experience, observation and study, and to report at the next meeting. If entered into with enthusiasm, much good may result.

8. The President can greatly aid the Pastor in his work and should study out ways to help him.

9. He can co-operate with the Sunday School Superintendent and have the League work successfully in that fertile field.

10. He should submit all vital questions to the Cabinet and then to the approval of the League.

11. He should keep out of "ruts."

12. The President should see that the Secretary provides each officer with a scrap-book, in which clippings, plans, "new ideas," etc., relating to the work of his department may be preserved and used for reference. These scrap-books will become very valuable.

13. He should exercise care in making up committees and see that they are not made up wholly of the best workers. One or more of the inexperienced members should be placed on each, so as to train the inefficient ones. Many times most excellent workers are thus discovered.

14. If it is ever found that any particular work, once

taken up, must for any reason be abandoned, it should be closed up formally and *not be permitted to die out of its own accord*. The effect of one such failure may be disastrous. It would be much better to maintain it, even if hard to do, for a time and then formally abandon it while the work seems to be successful and before the interest again subsides, or, go to the League stating that circumstances are against success and let the League act.

15. If officers and committees to report have no report, let them write out reasons why they have none.

16. The President should "work hardest to get others to work hard."

17. He should ask his associate officers to study the members assigned to them and to find out what they are capable of doing, then also ask them to assign work and see that they do it, drawing out their best powers.

18. He should see that all of the young people are put at work by the officers in charge.

19. He should plan to reach the young men of the community and to interest them in the League work.

20. He should keep his attention fixed upon the devotional meeting and see that all the work of all the departments centers in that—the strong fortress, "the Gibraltar of the League."

21. He must study. Plan, pray, work.



## THE WORK OF THE SIX DEPARTMENTS.

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### The Department of Spiritual Work.—First Vice-President.

*“Go ye into all the world and preach the Gospel to every living creature.”*

This department exercises watch-care over the spiritual life of the League. From “the Wheel” and the Constitution you can learn the lines of work it undertakes. Several of these may be considered at length.

#### The Devotional Meeting.

This is the most important meeting of the League and too much time and attention and thoughtful care cannot be given to it. A few suggestions may be of assistance.

1. **Time.**—The best time to hold it is the hour before the Sunday evening service. Local causes may, however, make some other time necessary. Some few Chapters hold their meetings *after* the evening service. The writer recommends *the hour before* service and a reception for strangers *after* the service, in the church parlors.

2. **Leader.**—In some Leagues the First Vice-President conducts all of the devotional meetings; in others, a special leader is selected; in others, the First Vice-President selects one or more persons to conduct it each evening. The latter plan is preferable for the reason that it is training leaders. Sometimes even three persons may be in charge; one to conduct the opening serv-

ice or the readings; one, the prayers; one, the testimonies. During the week preceding, all of these are to be "at work" planning and "working up" the various interests of the meeting. The First Vice-President should always be present and ready, so that in case the assigned leader fails to respond, he can take charge and the meeting need not suffer.

This plan develops leaders, brings forward new methods, brings to the front the friends of the several leaders and brings into every meeting new ideas, new plans, new thoughts.

3. **Topics.**—If not too expensive, cards should be printed announcing the subjects, the references and the leaders, covering at least three months. The study of the topics as given in the *Herald* will be found very helpful. The topics should also be included among all public announcements.

4. **Programme.**—Leave this largely to the ingenuity of the different leaders. The general order may be determined, but free scope should be given to those leading the meetings. You thus secure variety and that helps to maintain the interest.

5. **Music.**—This is an important part of the service and is as much worship as any other part. Have plenty of it, well selected, stirring, spiritual.

If you have a good leader, have him stand before the audience and direct the music.

Sing with the spirit and with the understanding also. Do not drag! Do not drag! This ruins either reading or singing.

Introduce new hymns now and then, but do not forget the old church hymns that have stood the test of use. Avoid mere jingling tunes and senseless songs. From year to year the quality of the music should improve.



The Chorister should study the matter of music just as much as the leader studies the topic and he should just as faithfully select the hymns and arrange them beforehand in harmony with the theme as the leader prepares his programme for the conduct of the meeting. During the meeting he must be on the alert and change his music so as to keep in harmony with the spirit of the meeting as it develops, taking cognizance of every turn or change of sentiment.

Sometimes a dull meeting can be warmed back to life by a good rousing song; sometimes a lesson be clinched or an impression be deepened by an appropriate hymn at the right moment.

The writer would recommend beginning each meeting by the singing of two or three numbers. And yet meetings should not always necessarily open with singing. It may furnish an excuse for some one not to be present on time. As a rule, however, good soulful singing "draws."

Get everybody to sing.

Some hymns are prayers and can oftentimes be effectively rendered when kneeling. A stanza of some familiar hymn sung while all are kneeling is impressive.

All present should watch the leader and keep in time, harmony and sympathy with him.

Do not necessarily sing the first stanza. Use always the stanza or stanzas containing the thought you want.

Use solos, duets, quartettes, unison, etc., occasionally. Keep out of "musical ruts." Remember that all music must be in harmony with the theme.

Do not always depend upon an instrument. Now and then sing stanzas without any accompaniment.

Do not forever depend upon the book for words and music. When familiar, sing without the book. Make

the words and melody a part of your life. We must try to remember more of our church hymns.

Do not permit long preludes or interludes. They oftentimes sound harshly on the spiritual atmosphere of a meeting. As a rule, the chord is all that is necessary.

When the meeting calls out a certain hymn, sing the stanza very promptly, even if without an instrument.

Catch the spirit of the meeting and fall in with it.

Sometimes a good reading of a hymn will do as much or more good than singing it. Be very sure, however, to have a good reader.

Now and then read a good hymn in concert. Every one can read; not all can sing.

CHORISTER, much of the success of the League Devotional meeting depends upon you. Let voice and head and heart unite in the Creator's praise and in winning souls for Him and his service.

6. **Ushers.**—The ushers should be on hand *before* the meeting begins and see that the chairs are in place, the temperature of the room comfortable, music books scattered for use, etc.

They should then give their best attention to the seating of the audience. Members should be asked always to sit well to the front. Strangers do not like to be taken to the front and have the whole membership behind them. Such a position is embarrassing for strangers. Keep the membership to the front.

If members all sit back too far from the front, the leader can ask the whole audience to stand and then move forward as a body.

If no other committee has charge, the ushers should welcome strangers and secure their names and addresses, pleasantly greet members and so far as possible attend to all matters that make for the comfort of those present.

**Bible Readings.**—It would be most helpful if

once every quarter all are invited to bring their Bibles and some one should conduct an interesting and profitable Bible Reading. Leaguers should love the Book and study it.

8. **Special Themes.**—Now and then the Missionary Cause, Temperance, Mercy and Help, and other subjects should occupy the evening hour. A “service of song” would be interesting also.

A “Roll Call” when all the members are expected to respond with a Bible quotation or a word from their experience brings out the membership and is encouraging to all. If members cannot be present they may be permitted to send a note or a text as indicating their desire to be present and an evidence of their interest. The Secretary may call the names and the members respond as called or they may rise in groups, say of seven, as the names of the seven are called. In some societies each member is provided with a list of names and they rise one after the other without being named. There are some advantages in hearing the names called and seeing the persons.

Sunrise Prayer Meetings, Promise Meetings, Prayer and Praise Services, Hymn-Quoting Meetings, and many other special subjects and methods can be introduced to bring about variety.

9. **Attendance.**—Interesting meetings will usually bring out the members.

Postal cards to the absentees from the Secretary or Monitor will help.

Hand the names of absentees to committees and see that they are visited.

Personal solicitation.

Each officer and his committee can bring out their own department members.

Do not complain in public because members do not

attend. Work up an attendance just as you would for any other service.

10. **Taking Part.**—Make the meeting so interesting that members cannot remain seated and not take part, but that each one will want to have some part in the service.

Encourage the timid. Have some simple, easy work that such can engage in. At first the timid may be permitted to remain seated when speaking, but they should be asked to rise if they read a verse or selection.

Suggest that they read a verse and then give a word or two by way of comment or state an impression made by the verse in a few words and then be seated.

Repeating Scripture passages in concert will aid. Their voices will not be heard alone, but be merged into the unison of voices.

Ask them to write out their thoughts and read them.

Hand to them questions about the topic, a week beforehand, and let them write out their answers, and when called out let them rise and read the answers or commit and repeat them.

A simple aid is the public reading of hymns. These readings may be made very effective.

Now and then call for sentence prayers and Scripture quotations.

Concert reading gives every one a chance.

Give the juniors an opportunity.

Personal solicitation outside of the meeting will usually lead to one's taking part.

Ask a young lady or young gentleman to take part and to invite five others to take part with him.

Now and then call for five or more to stand at once and say just a word, sitting down one after the other.

Use various plans, but don't, don't, don't scold.

In case some good brother or sister night after night

uses too much time, privately and kindly call his or her attention to it. Usually this is all that will be necessary. Or give the first ten or fifteen minutes exclusively to those under a certain age. Distasteful as it may be, it may now and then be necessary to call some one's attention privately to the abuse of the "time limit," but always do it in a kindly, Christian spirit, explaining that time and the interest of the many are jeopardized. Your Pastor will usually be able to suggest some easy way out of this difficulty. Carefully avoid offending any one.

11. Have a pianist or organist who will always be present or will send a substitute in case of necessary absence.

12. Begin promptly "on time" and close "on time;" neither wait for late comers nor permit the meeting to drag along beyond the allotted time merely to fill the hour. Upon the other hand, do not close a meeting precipitately.

13. Make special effort to get as many as possible to take part and so conduct it that many can do so. You are to try and have every member participate for his own good. Participation increases personal interest and brings a blessing to the participant.

14. Cultivate "the spirit of testimony,"—the giving of "experience."

15. Offer salvation to the unconverted and invite them to accept Christ, at all meetings, and now and then make the meetings distinctly evangelistic.

16. Invite your Pastor to be present at all of your Devotional meetings.

17. Study how to prevent "periods of oppressive silence" and bridge over "embarrassing pauses."

18. Have the officers (or in case of absence, the one next in rank) *seated in front, facing the audience*. It aids the leaders, puts the officers on guard where

duty calls them, enables them to study the meeting, determine the absentees and the interest of members in their own departments, and has a most salutary influence on the meeting and the League.

19. Ask the Pastor to preach now and then to the young people, using as his text—the League Prayer Meeting, emphasizing points in its work.

20. Each department has a work to do in this meeting and should see that it is well done.

The Secretary can do much to increase the attendance by sending cards to absentees and to strangers. He should name some one as "Monitor," who should sit at some convenient point and make a record of the members, checking all who are present. He can also mark those tardy and those taking part in the meeting.

Names of absentees can be given to various ones to visit or cards can be sent. This record if well kept will be very valuable. The Monitor can easily mark tardiness, presence, participation.

21. Be sure to make all invited young people and strangers feel that you want them. Ask them to come again. Introduce strangers to the officers and members.

22. Keep this meeting before the members and advertise it in such ways as you can, using tact and ingenuity and good judgment. Do not forget the shops and factories near your church.

23. In your prayers do not forget the absent, the sick, the indifferent, and those "at ease in Zion."

24. Try sending questions to certain members for them to study, think over and answer at the next devotional meeting. You may reach some who otherwise would remain silent.

25. **Cottage Prayer Meetings**, held in the homes of the aged, the sick or the unfortunate, or in the homes of the members, have many points of advantage. As



a rule, hold them in homes at some distance from a church.

Have a committee of at least seven to go, to sing, to pray, to make the meetings successful.

Do not fail to follow up the work, visit these same homes again and see if you cannot win the members for God and the Church. There should be some harvest to your sowing.

Visit the sick, the unfortunate ones in your journeys.

26. Try one meeting, having previously asked the members to study the assigned or any related texts and to write out such questions as come to them. They are to bring these to the meeting and they are to be handed to others to answer. Much interest may be created in this way.

27. Have some new point or method in every meeting. Keep interest alive.

28. Ever remember that we are after results. We want souls for the Master. Make every plan and enter on every service with this as the supreme thought of the hour.

29. Make every effort to get and hold the young men in the League. Do not let "the boys" get away from the Sunday School and they will just naturally grow up into the League and the Church.

30. **Missions.**—Get leaflets for distribution from the Missionary Board of the Church.

Every now and again make reference to mission work; its importance, incidents, etc., in devotional meetings. Keep it before the young people.

You may know some returned missionary. If so, have him come and address your League; or if he cannot come, ask him to write a letter to the League on Missions.

Probably you can write to a "real, live missionary," and read his reply before the League.

Co-operate with the Department of Finance with a view to having every member contribute something to this cause. The same should be done with all the Benevolences. See page 58.

31.           If there be some weaker one  
               Give me strength to lead him on;  
               If a blinder soul there be  
               Let me guide him nearer Thee;  
               Make my mortal dreams come true  
               With the work I fain would do,  
               Out of self to love be led  
               And to heaven acclimated  
               Until all things sweet and good  
               Seem my natural habitude.

—Whittier.

32. If you are getting lazy, watch James. If your faith is below par, read Paul. If you are impatient, sit down quietly and have a talk with Job. If you are just a little strong-headed, go and see Moses. If you are getting weak-kneed, take a look at Elijah. If there is no song in your heart, listen to David. If you are getting sordid, spend a while with Isaiah. If you feel chilly, get the beloved Disciple to put his arms around you. If you are losing sight of the future, climb up to Revelation and get a glimpse of the promised land.—*Boston Saturday Evening Gazette.*

### **To the Members :**

Keep the meeting and the topic in mind all the week.

Make the meeting the subject of earnest prayer.

Come early.

Bring some one with you.

Sing. Try and do your best. Read the words if you can do no more.



Speak promptly when the invitation is given.

Don't wait. Delays are dangerous. All are waiting till *you* speak.

Witness for Christ. "Ye are my witnesses."

Concentrate your thought upon the meeting.

Do not occupy too much time.

Take a seat as near the front as possible.

Never forget the place and do not whisper or laugh or disturb the meeting. Do not put on your wraps or rubbers till the last word has been said, and then go quietly. Be not rude or irreverent. Have a pleasant word for all. Greet the members and welcome the strangers.

Remain for the church services, and invite others to remain also.

### To the Pastor :

Pray for this devotional meeting.

Aid the officers with suggestions from time to time.

Preach about this meeting, and emphasize points in its work.

Don't scold. Lead us gently, slowly, prayerfully.

Always be present.

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### The Department of Mercy and Help.—Second Vice-President.

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*"Ministering, not ministered unto."*

"Absorption in Christian activities is one of the best methods of living a right life."—*Christian at Work*.

"Wesley, being asked if he could live without sinning, replied that he had been so busy in the work of his Master that he had had no time to think about sinning."

1. As preliminary work, you and your committee or department workers should take the list of members and arrange them in groups as to residence on the same street or in the same section or neighborhood.

2. Place each group in charge of a member who shall see that all in his division *visit* and *are visited*.

Secure by some such method the intermingling of the membership of the League. This is most important.

3. Through these or similar channels all who are sick or needy are to be reported and calls are to be made upon them at once. Strangers are to be visited and their addresses secured and sent to the Pastor. Children are to be brought into the Sunday School.

4. Arrangements must be made for going among the poor, the needy and the unfortunate; for visiting the sick and the dying and caring for the dead.

Be careful when visiting the sick. Such calls should be cheerful, not gloomy. Avoid talking about the sick or sickness. Let hope and sunshine rule. The sick must not be made worse by our visits. Do not go too often. Be guided by the physician's advice. Study the proper conduct of persons in a sick-room.

Be not inconsiderate and rush into rooms where there are contagious cases. This might only spread disease. You can be helpful and yet exercise care and good judgment.

5. Make your visits something more than mere social calls. There must be a purpose in every visit.

6. When new members are received into the League and the church, see that they are called upon at once.

7. On Sunday afternoons, send out your workers to visit the sick, the hospitals and infirmaries. Have singers go along. One hour at the bedside of a poor "shut-in" will be worth a day on the streets.

8. Take care of the poor in your church and section.

Let no one suffer. Clothe the children and bring them to the Sunday School.

9. On these visits, carry the League card giving the hour of all services in the church and inviting all to come. This should also bear some well selected text.

10. Exercise great care in sending members to call upon other members. First acquaint yourself with them, their homes or positions, etc., and avoid embarrassment to visitor and person visited.

Be sure as to the person you send and the person to whom you send a visitor. A little care and wise foresight will avoid all trouble.

11. It is well to send "visitors" out two by two. Tell them to "carry sunshine" wherever they go.

12. If the League furnishes flowers for the Pastor's pulpit, send them after the evening service to the sick. Attach the League card. You may win souls by just such kindly deeds.

13. You can visit the hotels and invite strangers passing a Sabbath in the town to visit your church.

14. This department can do much good through the distribution of tracts, but great tact must be used.

They must not be scattered thoughtlessly and indiscriminately.

See also that the right tract gets into the hands of the right person. You can do positive harm by indiscriminate work.

Study the lists of tracts issued, make good selections and be judicious in your use of them.

Never give away a tract that you do not personally *know*.

15. Get your League into touch with the Deaconess movement; send supplies to the "Homes," and do all you can to aid this grand work.

16. Have an "Emergency Fund" for this department.

Now and then money may be needed quickly and such a fund should be in the hands of some one for the special work of this department.

17. Keep a business-like record of all the receipts, expenditures and work of this department.

18. Some chapters have "cleaned house" for the sick.

19. Some have gone to the homes and sewed or worked in the kitchen or cared for the children while tired mothers rested or attended to other duties or went to church.

20. Leagues have hired nurses and cared for the dangerously sick.

21. Members have made walks, shoveled snow and chopped wood for the aged and helpless ones.

22. Country chapters have gathered supplies and sent them to Deaconess Homes or to charitable organizations in our great cities.

23. Chapters have paid the rent for poor families and provided food and clothing and medicine when needed.

24. Some Leagues keep the grass around the church well trimmed and the walks in good condition, place lamps about the church, re-paper the audience-room, etc., etc.

25. Some Leagues furnish Sunday breakfasts for men and then invite them to stay for the church services.

26. Country chapters can post notices of the League and church meetings in the village post-office; keep the grass in church yard and burying ground well trimmed; carry flowers and reading matter to the sick and convalescent; split wood or carry coal or run errands for those who are old or not strong; send money, provisions or clothing to the nearest Deaconess Home; send to the city for poor children and give them a two weeks' outing in July or August; find places for the

unemployed and helpers for those employing men, etc. The country chapter can, as you see, duplicate the work of the city chapter in many lines.

Correspond with other country chapters and find out what they are doing in this department.

27. Remember always the public charities near you; the Deaconess Home, the Hospital, the Orphanage, the Epworth League House, etc. If you live in the country, send provisions to them.

28. Raise potted plants in your home to distribute as needed. A package of seeds or cuttings distributed in the spring-time will give a good supply for the next winter's use.

29. Go into homes and help the mothers mend or make clothing for the children, care for the children, wash dishes, sweep the floors and make the home happy because of your kindly deeds.

30. Prepare boxes of clothing to send to needy families on the frontier, to missionaries, to public charities. By holding an "Old Clothes" sociable, when every one brings some article, you can gather together a great deal. Be very sure to mend everything before sending it away.

31. Organize an Employment Bureau and place at its head some efficient member to assist in finding employment for those who need it, to find helpers for those who desire to employ them, to find board and boarding-places for members and friends, etc. Less temptation comes to those who are employed or at least they have less time to listen to the siren. Do all the good you can in this way and you will gain the lasting friendship of everyone you assist.

32. Always stand firmly for temperance, frown upon impure literature, and condemn dishonesty and impurity in social and public life.

### **The Department of Literary Work.—Third Vice-President.**

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*“How much better is it to get wisdom than gold; and to get understanding rather to be chosen than silver.”*

Dear officer :—You have charge of the “intellectual life” of the League, and everything that will give “stimulus and direction to Christian culture” is in your field.

1. The preparation of the programmes for the regular monthly meetings or the literary meetings of the Chapter is a very important work. Unless these are good, the attendance will decrease and the interest will lag.

These meetings are public exhibitions of the work and influence of your department and are a pretty correct gauge of the work done.

2. Make every meeting a matter of study and prayer. Put into them all the interest and enthusiasm you can and make every one “an era in the intellectual life of the League.”

3. During the year, every member should appear on the programme at least once. To use the capable and neglect the weaker ones is a mistake. You are to make the weak ones strong. Give every member a chance and give those who need this education frequent opportunity. Remember, “the League is a training-school for the benefit of all of its members.” Of course, you are to grade the work according to the capacity of the members to perform.



4. Have plenty of good music on your programmes. Use all the musical ability in your League.

5. It is well to have a plan for a series of meetings but do not bind yourself so closely to it that you cannot change it or drop it if it does not prove successful. Better drop it, however much you cherish it, than have the interest die out.

6. Draw largely upon the experiences and the personal knowledge of the members rather than upon dictionaries and encyclopedias. Topics describing their work or experience in their stores and shops and daily occupations will prove most interesting.

7. Begin on time; do not make the programme too long and tedious; close in good season.

8. **Literary Programmes.**—You may have all the variety heart can wish. The whole wide world is before us and the themes of interest are numberless. Here are some that have been gleaned from the *Herald* and other sources :

A series—The Great Cities of the World; Great Names in History; Great Religious Movements; Christianity and Human Progress; Six Evenings Spent with the World; God in Human History; Bible History; A World of Wonders; American Authors; Great Reformers; Masterpieces of Literature; History of the Church; Evenings in Astronomy, etc., etc., etc.

The above are general topics. Any number of entertainments can be grouped under the one heading.

Single Entertainments—The Life of Christ; Boyhood of Christ; "The New Era" (Dr. Strong's book); Sermons in Stones; Books in Running Brooks; Good in Everything; An Evening with Electricity; A Session of the General Conference; Savonarola; John and Charles Wesley; Susannah Wesley; An Evening with the Familiar Industries; A Visit to our Local Shops and Factories;

Word Studies from the Dictionary; Among the Law-Makers; An Evening Among the Indians; From the Magazines; Wit and Humor; The Egypt of the Bible; Ohio Night; A Night at Sea; An Evening with Methodist Polity; A Trip to Mexico; April Showers, Medley; Paul's Journeys; A Study in Patriotism; The Old World Seeking the New; The Growth of Letters; An Evening at Epworth; The Red-Cross Movement; An Evening on Etiquette; How do you Pronounce?; The Pilgrims; A Literary Contest; A Spelling Test; Word Studies; Scott and Scotland; A "Name" Programme; Chimes from the Liberty Bell; A Boston Tea-Party; A Debate; A Literary Contest; Popular Superstitions; A "Motto" Evening; "Absent Members' Evening", etc., etc., etc.

Study these subjects and these will suggest other themes. If you are planning for a series, have one thought running through them all. You and your committee can devise a most excellent programme. It may start with a mere suggestion and then grow till the year will not contain it.

2. Do not be afraid of making your Literary Department "*too literary*."

3. Aim high and work up to your ideal. Do not be discouraged if you do not attain your ideal. Plant your standard still farther forward. If your sword is too short, "add a step to it."

4. **Reading.**—It is your duty to assist the members in their reading, and the work of this department is not done till the Third Vice-President knows in a general way what each member is reading. Some such plan as the following may answer:

A. At the very beginning of the year it might be well to inquire among the members as to what reading or study they wish to take up or what reading they are planning to do. This will give you the necessary in-



formation upon which the officers can base their plans.

*B.* Arrange for Reading-Circles, League Readings, Book-a-Month Clubs, Paul Clubs, in different lines and sections to accommodate the greatest number possible.

It might be well to map out some supplementary readings for those who have no preferences.

*C.* The monthly meeting should either show forth the literary work thus done or should largely determine the League readings; or, if preferred, the readings may bear upon the topics and be made to contribute to the interest and success of the meetings.

*D.* Have printed "reading reports" (one for each month) placed in the hands of each member. See page 108. Give this matter of reporting into the hands of one person and let this person secure a report from each member each month, detailing the reading, or, if nothing has been read, state that.

*This can be done and be done well.*

The information thus gathered is most valuable. It shows just what each one is doing. Now and then it is best to suggest a change in some one's reading. Now and then interest must be aroused. It puts a finger on the League pulse and reports to you most surely the tone of the literary life of the League. It is a direct spur to effort and leads to more and better literary work. You can thus touch every member and make him feel the very pulsating life and activity of the League. It means work, but it pays. Try it.

*F.* All of your members may not *know how* nor *what* to read. Study them; study books; teach them. As one has well said—"Teach them to plan, vary, limit, fix, time, enrich, preserve their reading."

*G.* Have your "Reading Clerk" tabulate the reports each month and present them at the monthly meeting as a part of the report of the Literary Depart-

ment. Your grand totals will surprise you and be a constant incentive to yet greater things.

5. An easy way to start reading circles is to select a few persons who desire to read certain books and ask each one of these to interest and gather together his own "circle." All of these must be reported and be under the direction of this department.

6. Some chapters give courses of lectures and entertainments; some have reading-rooms under their care.

7. Always keep the *Epworth Herald* in mind. Secure as many subscriptions for it as possible. It will greatly increase the usefulness of the League. Do what you can toward securing subscribers for the *Advocates*. Every Methodist home should have at least one Methodist paper. Current literature should receive attention also.

8. Much good may be done by asking members to bring their *Heralds* and *Advocates* and have some one take or send them to a hospital or to the jails or to some charitable institution.

9. Use your local newspaper freely for notices and reports of meetings.

Third Vice-President, always remember that it is your duty to direct work, not to do it. Plan well, work enthusiastically and persistently, rally your helpers and lead and direct them thoughtfully, and you can wonderfully influence the life and activities of the League. You have wonderful opportunities. Will you use them and make the most of them?

### The Department of Social Work.—Fourth Vice-President.

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*“In all things show thyself a pattern of good works. Be a lover of hospitality, a lover of good men, sober just, holy, temperate.”*

The work of this department is very important, and requires tact, patience, sociability, courage, enthusiasm, influence. Its members are to welcome, entertain, amuse, and through these very means, uplift human character, and bring about in the church “*the perfection of social life.*”

1. Have in the hands of your committee application cards which those desiring to become members may sign. These are then to be presented to the Cabinet for recommendation to the Chapter. See Article III of the Constitution.

2. It will be your duty to introduce new members to the members of the League and to do what you can “to make them feel at home.” A little thoughtful kindness at the very beginning may secure their lasting gratitude.

3. Select a Chorister to take charge of the music for the devotional meeting. This person should have some knowledge of music, exercise good judgment in the selection of hymns, and be himself a Christian. Only one who knows by experience what the Christian life is can sing “the old, old story” to others. The Chorister should sit in front, and when the audience is singing he should stand before them and by sign or signal or movement of the baton lead so “all voices may be as one.”

He should thoroughly familiarize himself with the hymn-book used so as to have its contents at command. Do not underrate the services of a good Chorister. Note suggestions on pages 30-32.

4. Select a corps of good Ushers and make the "Head Usher" responsible for their work. They should always be present in time to attend to their duties. They should see to the heating and ventilating of the room, the condition of the pews or the arrangement of the chairs, the distribution of song books, leaflets, etc. Everything that pertains to the ease and comfort of the audience belongs to their line of duties. The people coming first should be shown to front seats. Those who necessarily come late do not like to disturb a meeting. Then, too, the grouping of members in the rear seats or near the door may prevent some one from coming in and thus do positive harm.

Ushers can do an important work by securing the names and addresses of strangers and handing these to the proper persons.

After dismissal they can aid the work by kindly attention to strangers, inviting them to come again, and finding places for them in the church for the preaching service. Commend me to a genial, courteous, thoughtful usher!

5. Select some one who loves music and who will be able to bring out the musical talent of the Chapter and can now and then invite some skilled player or singer from outside, and *place the music of the monthly and special meetings in his hands*. Hold him responsible for it. This person, be he the Chorister or some one else, can associate with him such helpers as may be desired. Have plenty of music and have the best the Leaguers can prepare.

6. Do your best to have every member wear a badge.

It is not only an evidence of membership in your chapter but of membership in the great Epworth army.

In case of accident or sickness or misfortune, the member's badge and his name and address and that of his home chapter in his pocket-book, may bring the help and assistance he needs.

7. **Socials.**—*A.* Give one social every month. If the regular monthly meeting is in the first week of the month, have a social the third week of each month. It is best to have a definite time for the various meetings and avoid confusion.

*B.* The purpose is to welcome new members, to become acquainted with them, to become better acquainted with each other. These gatherings then should be entirely free, neither charging a fee nor lifting a collection.

*C.* Now and then social entertainments of different kinds may be given when a fee may be charged or a "silver offering" be taken. A programme may be given and a pleasant evening be had. In these, as in all entertainments, nothing must be permitted that will be at all questionable for Christians to engage in or that will have a wrong tendency.

We are social beings and life and energy and sunshine and fun are as necessary to a young life as food and drink. This department can furnish these and furnish them free from harmful tendencies, as genial and pleasing as the sunshine, and as pure as the water of the purling stream. This department can act as a brake and absolutely check every wrongful tendency. Through its consecrated young manhood and young womanhood it can throttle every social wrong, every social sin and crime.

8. Train the young people in matters of etiquette. Common matters, as introductions, invitations, accept-

ances, regrets, calls, receptions, etc., can all be explained and gone through with as class work. No need to turn these things over to the dancing-master. Teach the younger members how to demean themselves properly and how to appear well and at ease among ladies and gentlemen.

9. Observe Old Folks' Day. Some Sunday in the Fall decorate your church and bring in the old people near you and have the service "all for them." Ask the Pastor to preach an appropriate sermon and close the service by having an "old-fashioned class meeting." It will do them a world of good, will teach you many valuable lessons and will bind the old and the young closer together. Try it!

At 3 P. M. of the same Sunday send out small committees to the homes of elderly or unfortunate persons who could not attend the morning service. Sing and read and pray with them. Make this day a real "Old Folks'" holy-day.

10. After the school year closes, hold a reception to the members of your chapter who graduated from the public schools. It has been tried in a number of chapters and with good success.

11. Observe Anniversary-Day in May of each year. May it be *the* day of all the League year! Through your reports acquaint the church membership with the work of the League in its various departments.

12. This department is *not* a money-making department. Such a use of it would completely pervert its end and aim.

13. If light refreshments are served at a social or reception, make no charge for them.

14. Teach your young people to be careful of their conduct. Giddy demeanor and idle, silly, useless talk may drive persons away and wreck the League.



15. A most worthy movement is the establishment of "League Houses" in the neglected parts of our cities. In these, ideal home-life is shown to all. Every one is free to visit the house. Classes in various branches may be organized and the Home become a school of things useful and good. Study those in Boston and Chicago.

Orphanages and Hospitals have been established under League auspices. You can readily acquaint yourself with these new forward movements of the League.

16. Remember that mere amusement grows wearisome; improvement and instruction prove lasting and satisfy a variety of tastes.

17. **Entertainments.**—The following are a few of the many kinds of social entertainments that have been tried by various Chapters: A Curio Social (exhibition of curious articles); A Story-telling Social (each guest to tell a short story); A Concert of Nations; A Concert of Songs of all Nations; An Evening of Travel; A "Personally Conducted" Tour Abroad; A Conversational; Evenings with Authors; Musical Programmes; Elocutionary Programmes; L. U. B. A. (Let us become acquainted) Social; A "Tagging" Social (each member bears a card with his name on it); A Kodak Social; The Family Album; An Electric Social; A Photo Social; etc., etc. Many of these can be made educational and be used by the Literary Department.

18. **Nota Bene.**—The League entertainment is a failure—

When it is flat.

When it smacks of the theatre.

When refined taste is outraged.

When the caste spirit is promoted.

When the seeds of discord are sown.

When it leads to sinful extravagance.

When the chief object is to raise money.

When God's blessing cannot be asked.

When religion is robbed of its good name.—*Clipping.*

"Never countenance or engage in any amusements that are forbidden by our Church or are not engaged in by the best Christian people you know, or that your own conscience will not unqualifiedly approve, and that you cannot recommend to others. Remember that you are seeking purity of heart and growth in grace. Let your life be as nearly blameless as you can make it."—*Miss Helen F. Barnes, in Epworth Herald.*

"God meant this for a happy world—I had almost said a jolly world. Birds carol, lambs frisk, kittens gambol, brooks sing, and now and then the mountains skip like rams, and all the trees of the field clap their hands for joy. Mirth and wit are faculties of men just as much as reason and conscience, and are faculties to be used and richly enjoyed."—*Bishop Foss.*

Do all things in a manner consistent with your profession as a Christian and with the earnest desire and prayer that all your acts shall be such as to influence others to become Christians.

Our ideal of sociability is Jesus Christ, who went about doing good and who brought life and cheer and sunshine into the lives of all with whom he came in contact.

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### Department of Correspondence.—The Secretary.

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*"Be not slothful in business." "He becometh poor that dealeth with a slack hand: but the hand of the diligent maketh rich."*

My dear Secretary:—Do not belittle the work of your department. "IT IS THE POWER-HOUSE OF THE LEAGUE." You are the man who keeps the League



going. Sit down with me and let us consider the work that comes to you and your associate workers.

1. Keep an accurate record of your League, its early history, organization, etc. This may become valuable some day.

2. The keeping of the minutes of a series of meetings is not an easy task. Avoid the use of the same stereotyped order and expressions. Vary the wording. After approval, record them neatly in your own permanent record-book. Sign them and have the President also sign them.

You need not report discussions nor privileged questions nor as a rule motions that are lost, but do make your minutes full enough so that they will give a complete record of the work of the League.

Every motion that prevails, with the name of the mover of the motion, should be clearly and exactly set down.

If you are not sure of the wording of a motion, request the person making it to hand it in in writing.

3. Immediately after election, send the list of officers and addresses to the Central Office and also to any City or District or Conference Leagues of which you are a part. They need these names in order to keep their records "up to date" and you need to send them so that mail may surely reach the officer of your own Chapter for whom it is intended.

4. Place a copy of the Constitution and By-Laws in the hands of every member.

5. Appoint members who shall carry on correspondence in the name of the League with all the sick and with absent members. This may hold these to the League and the Church. The reading of selected portions of their letters would be helpful to the League. We must not forget the sick and the absent ones. "The

Lord watch between me and thee when we are absent one from another."

6. Select one or more to correspond with other Chapters and to gather material for use in your own Chapter.

7. Procure a good scrap-book for each officer and in this have him paste all notes and suggestions bearing on the work of his department, clippings from the *Herald* and *Advocates* and all other sources.

A copy of his own reports should also be pasted in the book. Thus each officer gathers a fund of information for his own use and the guidance of his successor.

When filled, these books should be properly labeled and be placed in the League library.

8. Select some one to act as "Reporter." He is to see that notices of all meetings are handed to the local papers and that reports of meetings are sent to them.

He or some one else should also see to the giving out of all notices relating to League work, meetings, etc.

9. Reports of all department officers should come to this department for tabulation and recording.

10. Keep a list of members corrected to date. Few Secretaries do this. Are you one?

11. Secure the name and address of every new member and every young person received into the church and see that these are given to the proper officers for record, for visiting, etc.

12. As soon as members are assigned to the departments, prepare and post a list of these, so that each one may know just where he has been assigned. This list will also be helpful as a means of ready reference.

13. Always hand to the chairman of every committee a list of the members of his committee.

14. Keep on hand all needed supplies,—Constitutions, Application Cards, Transfer Cards, Withdrawal Cards, etc., etc. See page 105, *et seq.*

15. Always notify the officers, Pastor, and Junior Superintendent of Cabinet meetings. Some Secretaries also notify the first committeeman of each department in order to have every department represented.

16. Select some one as Monitor and provide for his use an indexed book containing the names of all members, alphabetically arranged for speedy reference. The Monitor should be seated at some convenient place (probably in front facing the audience) in every meeting, especially in the devotional meetings, and as members come in, check their names. Thus you have for many uses an excellent record. Absentees should be seen or cards be sent to them, or they should be visited, if sick. You can thus reach the absentees easily and from several directions. You see how important the Monitor's work is.

17. All who are away at school or are absent for some time, invalids, and all who cannot get about easily, should be assigned to your department. They can write and much good can be done by the pen. A letter from a sick-room to an unconverted friend may bring that one to Christ.

18. Give the Presiding Elder a complete report of all of the work of the several departments of your Chapter. Furnish this also to all other League organizations requesting it.

19. Answer promptly and fully all inquiries from the Central office and from District officers.

20. Keep well posted on the general work and interests of the League and on all meetings of the Board of Control.

Mr. Secretary: Do you think a Secretary has nothing to do? Yes, if he is a do-nothing Secretary. Depend upon it, you have all the work any one person can do and do well. No one who appreciates the value of this

work will combine it with any other or add any more work to the Secretary's list.

My dear officer, you are "general hustler" for the League. Keep things "lively" and earn your title.

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### Department of Finance.—The Treasurer.

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*"Render unto Cæsar the things which are Cæsar's and unto God the things that are God's."*

Here is another department that is not fully appreciated. The fact is that few Treasurers are good Treasurers—prompt, thorough, business-like. Let us look at the work of this department.

1. Carefully scrutinize all proposed expenditures. Anybody can make money, but very few know how to save it. *Save* money for the League.

2. Bills should not be contracted except as authorized and then through regular channels.

Do not have accounts in various names.

3. Every bill should be O.K.'d as to price and quantity by the person contracting it or making the purchase and when O.K.'d should be handed to the Treasurer.

4. Payment of all bills should be made promptly. This is a business matter and the financial methods and credit of the League are at stake.

Keep the League credit good—A No. 1.

5. Always take receipts as vouchers for expenditures.

6. A word as to the book-keeping.

A. At the first Cabinet meeting of the year the officers can carefully estimate the regular receipts for the year and the necessary expenditures.

B. The Cabinet can apportion to each department the amount deemed necessary. For example, \$10.00 to

Department of Christian Work ; \$20.00 to Department of Mercy and Help ; \$10.00 to Department of Literary Work ; \$10.00 to Department of Social Work ; \$5.00 to Department of Correspondence ; \$5.00 to Department of Finance. This is an apportionment to cover all the necessary working expenses of the departments of a large League and should be made as much smaller as possible, of course.

C. The Treasurer should get a small ledger and use some simple method of keeping the accounts.

The following may answer :

Have one account for "Dues" and on the debit or left-hand side enter all money received from dues. From time to time you can turn this into another account — "General Fund" — crediting the "Dues" account and debiting "General Fund." Into this, funds from all sources and for all purposes can go and be drawn as authorized. When you have made your annual apportionment, open up an account with each department, debiting the department with the amount of the apportionment and crediting the same amount in the General Fund. Thus each department has an amount for its necessary uses. As bills come in from a department and are paid, credit the amount of the bill to the department. Any number of accounts can be opened, but these will illustrate one plan. At any moment you should be able to tell how much you have gotten from dues and other sources, how much each department has spent and for what, how much more each department is authorized to expend, what your total receipts have been, what you have expended in all, and the amount actually on hand. Simplify even this when you can.

Or, you can merely keep a book and on the left-hand page write "Money Received" or "Receipts," and on the right-hand page write "Money Expended" or



"Expenditures," and under each heading write out fully the date, from what or for what, and amount. This is an easy way.

*Keep an account in some form.* Do the very best you can with such assistance as you can secure.

7. The collection of dues should be attended to systematically and persistently. There is no better way than to divide the membership among the members of your department and then "see" every member. Follow the plan of the Discipline. There is no better method for League or church.

8. Shall we have dues? Yes, even if but a nominal amount. There are lessons to be taught along this line, as well as along any other.

9. But you have a more important work than the collection and expenditure of money. You are to teach the lesson of "systematic giving."

### **Systematic Giving—**

*A.* To the current expense fund of the church.

Have your committee meet with the League Secretary and the Church Treasurer. Let the Secretary run over the names of the members of the League and as each one is called the Church Treasurer is to state whether the person named is a regular contributor or not. If not, some one takes the name and is expected to call upon the person, talk the matter over, show how the church is supported, point out the duty of each one to pay something if but a penny toward its support, and secure his consent or pledge to contribute. Thus each non-giver should be seen. If this plan is carefully followed year after year, "the *habit* of systematic giving" is formed, church bills can be met promptly, churches be maintained and the too frequent "annual deficit" be unknown.

*B.* To all the church benevolences.

Use the same method. Solicit only as much as the member can give and accept it with thanks even if it be but *one penny*. This added to other pennies will make dollars when the general treasury is reached.

The above may not be the best way, but in some way you should teach this needed lesson. Teach through your department work the highest lessons by the simplest methods, using these most sordid tools.

"Render unto Cæsar the things which are Cæsar's and unto God the things which are God's."

10. The pledging of the League to pay a part of the Pastor's salary or the expenses of the church is of very doubtful propriety and its tendency is unquestionably dangerous.

It usually forces the League to give entertainments and that opens the door to many dangers.

The League is not a separate department and the Church another. The Church includes the League and every member should contribute to every church fund and do so as a church member and not as a member of the League.

Giving by the League must not be done as a society but as individuals. Guard this dangerous point!

11. Do not ask nor permit any one person to meet the expenses of the League. To do so deprives every member of his privilege, relieves him of a duty that no one can rightly perform but himself, narrows and cramps his soul.

12. The "talent" plan is sometimes used to raise funds. Each member is given a small amount by the Treasurer and he is expected to return this to the Chapter on a certain date with its increase and tell the history of it.

There is some question as to the advisability of telling



in a public meeting about special methods of raising money one gives to the church or any church fund. It may prove interesting. It may not be helpful to the giver.

13. Birth-day offerings are requested in some Chapters.

14. Recently there has sprung up an entirely new feature of League financial work,—Savings Banks or Savings Depositories. Note this work in Boston. Under proper safeguards this work may yet prove very useful. If you attempt anything in this direction, get first of all the advice and wisest suggestions of some experienced business men and surround it with every safeguard.

15. Emphasize the fact that "giving" is a religious act,—giving "as unto the Lord."

## THE JUNIOR LEAGUE.

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*“Train up a child in the way he should go, and when he is old he will not depart from it.”*

### JUNIOR SUPERINTENDENT.

1. The greatest care should be exercised in selecting a Superintendent for the Junior League. Few persons are fitted for this important work. The Superintendent must be a person of abundant resources, observant, thoughtful, having tact and patience, loving children and loved by them. It will be better not to have a Junior League than to have one with a weak or inefficient Superintendent.

2. Children's minds are impressible. You can mould them as you will. Be careful. This very fact makes the Superintendent's position an important one and his responsibility very great.

3. In making up programmes for Junior meetings, remember that children love to sing and have others sing to them.

4. Portions of the Bible and good thoughts from various sources should be memorized by the children. They will never forget them. And as age comes on and even the events of the day are forgotten, these truths learned in childhood will return to cheer and to bless them.

5. Bible stories well told are always good. Thoroughly familiarize yourself with a Bible narrative and tell it in story form.

6. Teach Bible lessons objectively. Bring to the

room various objects, by the sight or use of which you can convey to the minds of the children the ideas they contain and which you want to teach to them.

7. Do not forget the Catechism, but do not teach it as a mere memorizing exercise. Teach by modern inductive methods. Carry the truth of every answer to the child's mind by object lessons if possible, and by such other means as it can grasp. Teach it this way, and the Catechism will mean much more to you yourself.

8. Carefully consider the time and place of meeting. Probably Sunday afternoons at 3 o'clock is the best hour for most Leagues.

9. Remember to introduce variety into your programmes. This is essential to success.

10. Do not tire the boys and girls by long talks or by tedious drills or by prolonged meetings. They will appreciate brevity, variety, sunshine.

11. Give them a part in everything that you can. A little responsibility will do them good. You can trust them, but, of course, place *trust* and *responsibility* judiciously.

12. Teach them short prayers and draw from them in simple terms their "little cares and troubles in being good," and show them how to "do better next time," and encourage them in every good effort, word and work. Read Susannah Wesley's letter detailing her methods in the Epworth Home.

13. Watch the columns of the *Herald* for new plans and ideas. Have the object of this organization definitely fixed in your mind, and then have every plan and device and action lead toward that end.

14. Organize the Junior work according to departments just as in the Senior League. This is a training school, and you can drill the members here in every line of work they are to have later on. The Junior League is

only a simplified Senior League; easier work, but of the same kind. Use the "Wheel" and the key-words—Heart, Hand, Head, Feet, Pen, Pocket—to impress and fix the thought in their minds.

15. There should be some definite course or line of study pursued which they can complete by the time they are to step into the Senior League. This done well should entitle them to graduation into the Senior League. They may remain in the Junior League till they are sixteen years old, the age limit being thirteen to sixteen, as each Chapter may determine.

16. For your Junior Commencement occasion have a nice little programme of exercises, presentation of the graduates, exchange of the Junior Badge for the Senior Badge, etc.,—a formal transfer of membership from one department into the other. This gives a dignity to the work, encourages those who have done good work, and inspires those who remain with a desire to do as well or better. See a suggested exercise, page 101.

17. Have a number of persons participate in each Junior meeting, so that the interest may be fully maintained.

18. Study the meeting's needs, and always have a good programme. At least three elements must enter into it:

(a) Devotion.

(b) Instruction.

(c) Entertainment in its best sense.

*A.* Lead the children to take part,—pray, sing, read Scripture, give testimony, and their experiences "in trying to be good." Do not prolong this part. From ten to fifteen minutes (according to number and age of members) is quite long enough.

*B.* This should include the study of the Bible as a book, the memorizing of Scripture and particu-

larly the Commandments and Beatitudes, the study of the Catechism, lessons in temperance, a little about missions, church festivals, bits of church history, and such other matters as will be helpful to them. Do not burden them with statistics and dry historical or doctrinal bones, but give good, healthful, invigorating mental food. (Ten to fifteen minutes.)

C. The reading or reciting of Bible stories, short readings from Bunyan's Pilgrim's Progress or some equally good book, singing, and short exercises that will rest them or help them, etc. (Ten minutes.)

D. Have a short closing exercise: Repeating a verse or verses of Scripture, or a closing song, or the Lord's Prayer, or the XXIII<sup>d</sup> Psalm, or some other brief exercise.

19. Use occasionally as an opening or closing exercise the Lord's Prayer or the Twenty-third Psalm in concert.

20. Get Junior League literature and Charter from the Central Office.

21. It is doubtful whether a membership fee is desirable. A voluntary collection might be taken or a very small offering be suggested, but payment should not be insisted upon.

22. Have Junior Badges for all members.

23. Be careful about sending children out as solicitors, —*dangerous*.

24. Have a good black-board in the room and use it. You can teach through the eye as effectively as through the ear.

25. You can train the children to do many helpful "little things" that will bless and encourage others.

Cutting out pictures and making scrap-books of pictures for other less fortunate children, sending flowers to the sick, and other similar "good works" children can do and do well.

26. Use your very best efforts and exercise all the ingenuity you can to get and hold "the boys." Do not let them get away from the Sunday School and the Church. Boys want something to do. *Keep them busy and interested and you can hold them.*

27. When deemed advisable by Pastor, Junior Superintendent and Cabinet, a company of Epworth Guards may be organized. The experience of many is that this movement greatly interests "the boys," and when carefully and prayerfully managed becomes a valuable aid in holding them.

Select some one as drill master who is himself a Christian. As the purpose is to win the boys and influence them in favor of all that is good, he should be a person whose personal influence, example and conversation are good.

Use canes or wands in drill; avoid the use of real or even imitation guns or swords.

Maintain good discipline. Obedience must be insisted upon, and disobedience must have as its final penalty, dismissal.

Erect carriage; polite, courteous conduct; obedience to recognized authority; patriotism; Christian manhood,—should be the aims.

Keep the Christian idea and life in and through it all.

28. If thought best, the girls can be given instruction in physical culture, the rules of polite conduct, obedience, Christian womanhood.

In some places, cooking and sewing schools have been organized for the instruction of the girls.

29. Interest the Juniors in humane work,—to prevent cruelty to dumb creatures, shooting birds, robbing birds' nests, etc.

30. Explain to them the benevolences of the church.



Train them in "systematic giving" to these worthy causes.

JUNIOR SUPERINTENDENT:—This work is a part of the League work. Do not "run it" yourself. Present to the Cabinet and Pastor your work, its difficulties, your plans, etc., and ask their help and suggestions. "Several heads are better than one."

Study child life, its capabilities, the laws of its growth, seek the best illustrations to impress the facts, be very careful of your walk and conversation before the children, be "sunshiny," study, pray, work,—and God will bring to your heart "showers of blessing," and to the boys and girls, grand lives, beautiful characters, abundant victories.

LEAGUE OFFICERS:—A word to you. When the Junior Superintendent has presented the work of the Juniors to the Cabinet and suggestions have been made or action taken, then let him alone unless he requests your further aid or action or presence.

Do not interfere with his work, or place obstructions in his way, or speak ill of him or his work,—and especially do not do so *before the children*.

Some Chapters have their committees regularly in attendance as visitors. On this subject confer with the Junior Superintendent, and if the influence is bad or if it proves embarrassing to him or detrimental to the work, discontinue it at once.

On Junior League matters always confer together fully in Cabinet meeting and have each person thoroughly understand his work, the work of each other one, the mutual relations and interests of the Junior and Senior Leagues and the Church of which they are but parts.



## THE DISTRICT LEAGUE.

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The importance of the Presiding Elder's District League cannot be overestimated. It is the "key to the situation."

1. In Districts where there is no organization, some person or persons should confer at once with the Presiding Elder and leading League workers, and hold a District Convention in the Fall. Every District should be organized as soon as possible.

2. All that is needed to secure great strength, to bring every Chapter into the closest relation with the District and the General Conference District League, and to complete the League chain, is to have the same plan, officers, etc., i. e., organization—in every District. This once accomplished, and from the bottom to the top we have close union, sympathy and increased power.

3. All officers of the same rank can and should be in correspondence and conference, doing their work just as officers of other societies in our church do theirs. The President of a General Conference District will then have as his correspondents the District Presidents, and they should report to him. Each District President will be in correspondence with the President of every local Chapter, and these should report to him. So with every officer. Every general and Conference officer has felt the need of these "missing links," and the nearer we have come in our Districts to the complete plan the better have been our results. Looked at from the position of the Chapter,—the officers of the Chapters should report to like officers of the District League;

these in turn to the officers of the General Conference District; these to the General League. Every Presiding Elder should be furnished with full statistics from every Chapter, so that the work of the League may become a part of the general reports.

4. The officers of District Leagues are urged to organize a Chapter on every charge, and see that the same is duly registered at the Central Office. As changes are constantly occurring, the names of the officers-elect should be sent soon after every annual election, so the list may be accurate; otherwise they may fail to receive notices, programmes, etc.

5. Train Epworth workers in the practical work of the League at every District Convention, have good, helpful programmes, and make these meetings sources of great spiritual earnestness and enthusiasm.

6. Study the plan of "Group Meetings."

These are meetings of the members of a certain number of Chapters of the District and are held at one of the churches of the District. Suppose, for example, there are thirty-five churches in a given District. The Leagues in churches 1, 2, 3, 4, 5, 6, 7, 8, 9 are invited to meet, say at church No. 6, as that is the most convenient for all. A regular Convention is held, with a good programme, reports from every church, a full presentation and discussion of methods of work in all their detail, good music, sociability and a good time. All through it the idea must be to teach members "*how*" to do League work and "*what to do*." Make it practical. The other Chapters meet at other designated churches at the call of the District President. These "Group" or "Sub-District Meetings" are intended to reach the mass of the membership and to train them in League work and methods.

7. Once a year a District Convention should be held at some convenient place. The programme should include reports from all Chapters, papers on selected themes, some of the best material from the "Group" meetings, good music, great enthusiasm.

8. By the means suggested you can bring under the direct influence of the League and into sympathy with it at least a thousand young people every year. Not only will you touch the many, but you will discover soon very intelligent and very capable young people to whom you can assign various kinds of League work and who in a short time can be prepared for the League's official positions.

The "Group Meetings" must have good programmes, be well advertised and "worked up" in every Chapter and church. Every Pastor must be interested and his presence be secured. Begin "on time," and then "keep things moving." Call the roll of the Chapters and bring into the programmes and into some part of the meeting every person possible. Officers and Pastor must be careful not to take up all the time, but to "give the young delegates a chance." Never forget to present the advantage of taking the *Epworth Herald*, and take subscriptions for it, for growing Epworth Leaguers cannot do without it. Do not let the meetings drag. Give the opportunity to declare for Christ. When the programme is finished and the business has been attended to, do not tire the Convention by holding it longer. Make it all so interesting and profitable that every one will want to come the next year.

9. PRESIDENT:—Do not forget the District Cabinet meeting. Call your associate officers together, compare notes, confer together, pray together, and work together.

Let us unitedly press forward in District organization, occupy every strategic point, unfold our League colors to the breeze from every hill-top, be messengers of good cheer and Christian helpfulness to every fireside, rally our Epworth hosts in every valley and make our glorious Methodist Church a power in the land, yet "loving every church that loves and exalts our Christ."

## CONVENTIONS.

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1. Conventions should be held at such times and at such places as will accommodate the greatest number of interested persons.

2. The programme should be adapted to the needs of the members, and be such as that particular Convention needs. The programme for a District should be very different from that of an International body. Determine the purpose of the programme, and the needs of those who shall hear it, and then build it wisely.

3. Each Convention should have some new feature,—well thought out and well presented.

4. Reports from Leagues (Chapter, District or General District) should be given due prominence always and should never be omitted.

5. A "Free Parliament" and general discussion, if well kept in hand by the presiding officer and kept close to the topic under discussion, gives variety and usually proves interesting and profitable.

6. So far as possible "encourage home talent." The greater the number taking part the more interest and the larger the audiences.

7. Do not crowd the programme. Give ample time for reports, discussions, music, introductions, and—"the unexpected." Give the delegates breathing spells. They will then come back to the Convention work refreshed and ready to give close attention.

8. Urge the free use of pencils and note-books to garner up the good things of the Convention.

9. Here, as in other meetings, begin the sessions on

time and close on time. Better cut off an interesting discussion than to tediously prolong a session or to let a discussion drag.

10. The Secretary and various committees should "work up" enthusiasm and wide interest in the Convention. Make those who do not come feel they are missing a great opportunity.

11. Have every detail relating to the registry of delegates, their entertainment, their personal convenience, carefully planned and provided for before the Convention meets.

12. Good, soulful music will help to make the Convention a success.

13. A Convention should never meet, transact its business and adjourn unless due provision has been made and ample opportunity afforded for a moral uplift of all of its members. A deep religious spirit should pervade it, and its last hours should witness the fruitage of earnest consuming prayer in pentecostal showers of blessing. Saving souls is the primal business of the Epworth League. Send every delegate to his home filled with the spirit and eager to kindle the flame of love for Christ and the Church in other hearts about him.



## AN OPENING RESPONSIVE SERVICE.

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### I.

*Singing*—"The Gloria."

*President*—"O come, let us worship and bow down; let us kneel before the Lord our maker."

*Members of Department of Spiritual Work, led by 1st Vice-President*—"They that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles."

*Members of Department of Mercy and Help, led by the 2nd Vice-President*—"The Lord also will be a refuge for the oppressed; a refuge in times of trouble. And they that know thy name will put their trust in thee; for thou, Lord, hast not forsaken them that seek thee."

*Members of Department of Literary Work, led by the 3rd Vice-President*—"The fear of the Lord is the beginning of wisdom; a good understanding have all they that do his commandments; his praise endureth forever."

*Members of Department of Social Work, led by the 4th Vice-President*—"For the Lord God is a sun and shield; the Lord will give grace and glory; no good thing will he withhold from them that walk uprightly."

*Members of Department of Correspondence, led by the Secretary*—"Remember now thy Creator in the days of thy youth, while the evil days come not nor the years draw nigh when thou shalt say, I have no pleasure in them."



*Members of Department of Finance, led by the Treasurer*—"He that spared not his own Son but delivered him up for us all, how shall he not with him also freely give us all things."

*All*—"Let us therefore come boldly unto the throne of grace, that we may obtain mercy and find grace to help in time of need."

*Singing*—"Praise God from whom all blessings flow"  
or "Sweet Hour of Prayer."

Prayer.

Regular programme.

## II.

Singing—Psalm 122 read alternately. Singing. Prayer.

## III.

Sing two or three numbers. All rise to sing the last stanza.

*Leader*—"O come, let us worship and bow down: let us kneel before the Lord, our maker."

*All*—"Worthy is the lamb that was slain, to receive power, and riches, and wisdom, and strength, and honor, and glory, and blessing."

*Leader*—"Him hath God exalted with his right hand to be a Prince and Savior, to give repentance to Israel and forgiveness of sins."

*All*—"Let us therefore come boldly unto the throne of grace, that we may obtain mercy, and find grace to help in time of need."

Prayer.

Song. (Selected).

Responsive reading.

Song. (Selected).

Regular programme.

## IV.

Sing two or three selections, all rising to sing the last stanza.

*Leader*—"Praise waiteth for thee, O God, in Zion, and unto thee shall the vow be performed."

*All*—"Lord, I have loved the habitation of thy house, and the place where thy honor dwelleth."

*Leader*—"Continue thy loving kindness unto them that know thee; and thy righteousness to the upright in heart."

*All*—"My voice shalt thou hear in the morning, O Lord; in the evening will I direct my prayer unto thee and will look up."

*All*—"Let the words of my mouth and the meditations of my heart be acceptable in thy sight, O Lord, my strength and my redeemer."

Prayer,

or

Repeat various passages of Scripture and close with prayer,

or

All repeat the Lord's Prayer,

or

Silent prayer and the Leader close with prayer,

or

Silent prayer and close by chanting the Lord's Prayer.

Song. (Selected).

Responsive reading.

Song. (Selected).

Regular programme.

## CLOSING SERVICES.

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### I.

*President*—"Therefore, my beloved brethren, be ye steadfast, unmovable, always abounding in the work of the Lord, for as much as ye know your labor is not in vain in the Lord."

*Department of Spiritual Work, led by the 1st Vice-President*—"And as ye go, preach, saying, The kingdom of heaven is at hand. Preach the word; be instant in season, out of season; reprove, rebuke, exhort, with all long suffering and doctrine."

*Department of Mercy and Help, led by the 2nd Vice-President*—"Give and it shall be given unto you; good measure, pressed down and shaken together and running over, shall men give into your bosom. For with the same measure ye mete withal it shall be measured to you again."

*Department of Literary Work, led by the 3rd Vice-President*—"Whatsoever thy hand findeth to do, do it with thy might; for there is no work, nor device, nor knowledge, nor wisdom, in the grave whither thou goest."

*Department of Social Work, led by the 4th Vice-President*—"In all thy ways acknowledge him and he shall direct thy paths."

*Department of Correspondence, led by the Secretary*—"I must work the works of Him that sent me, while it is day. The night cometh when no man can work."

*Department of Finance, led by the Treasurer*—"Put on the whole armor of God that ye may be able to stand against the wiles of the devil."

*All*—"Now unto Him that is able to do exceeding abundantly above all that we ask or think, according to the power that worketh in us, unto Him be glory in the church by Christ Jesus, throughout all ages, world without end. Amen."

## II.

Repeat in concert Psalm XXIII.

## III.

Repeat in concert the "Apostles' Creed."

Benediction by the Pastor.

## IV.

*President*—"The Lord bless thee and keep thee."

*Response*—"The Lord make his face shine upon thee, and be gracious unto thee."

*All*—"The Lord lift up his countenance upon thee, and give thee peace."

## V.

Silent prayer—A moment.

The Lord's Prayer, all joining.

## VI.

Psalm 121, read alternately.

## PARLIAMENTARY LAW FOR LEAGUE BUSINESS MEETINGS.

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**Opening the Meeting.**—The President takes his chair, the other officers find their usual places, and by voice or by a stroke of the gavel the meeting is called to order. Silence should be insisted upon before anything further is done.

**Quorum.**—Your By-Laws require the presence of — members to transact business.

**Order of Business.**—Follow the order detailed in your By-Laws. If none has been adopted, then use the order found in Art. 4 of the General By-Laws.

**Decorum.**—Insist upon good order. Do not permit laughing, conversation or other breach of decorum during exercises. Every participant is entitled to good attention and a respectful hearing. To laugh or talk while another sings or plays, reads or speaks, is not only subversive of good order but is a breach of good manners

**Gaining the Floor.**—When a member wishes to speak, he rises in his place addresses the presiding officer, thus: “ Mr. President ” (or Miss President, or Mrs. President, if a lady is presiding). He must wait before he speaks, till the President “ recognizes ” him; that is, speaks his name, “ Mr. Doe.” If a number rise at the same time the one whom the President hears first or whose name he speaks, is *recognized* and has the floor; the others must be seated. He may now proceed.

**Motions.**—Desultory talk accomplishes little or nothing, and so to transact business, “ motions ” are necessary, as they are the basis of all action.

A member desiring to present any matter to the Chapter for consideration and action, rises, addresses the chair, gains recognition, and says: "I move that —— (stating his motion)." A second person rises, is recognized and says: "I second that motion." The President now "states" the motion; that is, he repeats the words used by the person making the motion or if any change is made in wording the thought is preserved. He may say: "It has been moved and seconded that —— (repeating the motion). Remarks are now in order" or, "are there any remarks?" Full discussion may now be had but not before. The motion is now the property of the meeting and cannot be withdrawn except by unanimous consent or by a motion and vote to that effect. This motion before the house is *the main question*, and through all the changes that may be proposed and discussed must not be lost sight of. That is, keep it in mind so you may surely know and carry out the will of the Chapter with reference to it. When the discussion is done the President "puts" the motion by saying: "Are you ready for the question?" If no further remarks, he continues: "All in favor of the motion will signify the same by saying 'aye'" (or rising or holding up the hand as may be the custom if such exists). The number voting is noted but is not to be announced yet. He continues: "All who are opposed to the motion will say 'no'" (or express their vote in the usual way). The number of negative votes is noted and he now announces both votes or states that the motion is carried or lost as the case may be. It is now *the order or vote of the Chapter*.

This is a general form of procedure, but we must now notice how it can be varied.

**Amendments.**—All motions that can be amended (For those that cannot be, see page 84) are changed by



INSERTING WORDS, by STRIKING OUT WORDS, by STRIKING OUT WORDS AND INSERTING OTHERS, by SUBSTITUTING another on the same subject, by DIVIDING THE MOTION into parts so as to vote on each part separately.

When the main question is before the Chapter a member may gain the floor and say: "I move to amend the motion by — (telling how he wishes to change it)." If permissible and if seconded, the President states it and it is open for discussion. It may be carried or voted down or itself be amended, but proposed change go no further than an amendment to an amendment. If the second amendment is voted down, there can be another second amendment.

When ready to vote, the vote must be first taken on the second amendment if there is one; if lost, it leaves the matter as it was before the second amendment was made, but if carried, the vote must be now on the first amendment as amended, and lastly on the original motion as amended.

A motion to "substitute" [really strikes out all the words of a motion and inserts other words which must be germane; i. e., in harmony with the idea of the first motion and is treated as such. The vote is upon it as an amendment and then upon the motion as amended.

Amendments once presented and lost cannot be presented a second time for action.

**To stop Debate.**— While a discussion is helping the members to information free latitude may be given, but when it resolves itself into "mere talk" and wrangling it is time to close. This may be done in several ways.

1. By adopting a rule that [the debate shall close at a certain time.

2. By a motion TO LAY THE MATTER ON THE TABLE. This cannot be amended or debated and if carried, can-

not be reconsidered. By motion it can be taken from the table in proper order. Neither is this motion subject to debate or amendment.

3. By POSTPONING TO A CERTAIN TIME. Debate and amendment on this motion is restricted to the matter of time. At the designated time it is to be taken up just where it was before postponement.

4. By REFERRING the whole matter to a committee who shall report later.

5. By a call for the PREVIOUS QUESTION or a MOTION TO CLOSE the debate. This closes debate and a vote is taken at once.

A member feeling that debate should close, gains the floor: "Mr. President! I move the previous question." The President asks: "Shall the main question now be put?" (equivalent to "shall the debate now close?") and a vote is taken, no debate, no amendments allowed. If lost, discussion goes on; if carried, discussion is ended and a vote is at once taken. The previous question should be rarely used; usually requires a two-thirds vote.

6. By a MOTION TO ADJOURN.—This is always in order if a member is not on the floor, and if there is not a prescribed order to go through with. If there is, then the motion should be "to close the debate." It is not debatable, requires a majority vote. If lost, it cannot be made again till other business has intervened.

**To Reconsider.**—A matter once acted upon cannot be reconsidered except upon vote to reconsider. This motion must be made and seconded by members who voted on the successful side. It is debatable if the question to be reconsidered is debatable. If lost, the matter is settled; if carried, the question in its original form is before the Chapter.

Motions to adjourn, to lay on the table, to reconsider,

that the committee rise, to suspend the rules, cannot be reconsidered.

**Nota Bene.**—A motion to adjourn cannot be amended or tabled or debated (unless to adjourn to a definite time and place) nor be reconsidered.

To fix the time (or time and place) to which to adjourn, when unqualified, cannot be debated.

To lay a matter on the table cannot be amended or debated.

The previous question cannot be amended, tabled or debated.

A call for the order of the day cannot be amended, tabled or debated.

To reconsider a motion cannot be amended.

Incidental motions (questions of order, appeals, a call for the reading of papers, permission to withdraw a motion, to amend an amendment, to suspend the rules, to extend or limit or close debate) cannot be amended or debated.

**Voting** may be viva voce (by voice), by rising, by lifting hand, by ballot, by responding "yea" or "nay" as their names are called.

**BY BALLOT.**—Use any good plan. Have "Tellers" collect the ballots, count them and the chairman announce the result.

No one can vote on a matter affecting himself.

In case of a tie vote, the motion fails unless the President gives his vote for the affirmative. If members present do not vote, they are supposed to favor the motion as they do not oppose it.

A two-thirds vote is necessary to order the previous question, to refuse to reconsider, to suspend the rules.

**Points of Order.**—The presiding officer must at all times and under the most trying circumstances preserve order and preside in a dignified, courteous, firm,

but kindly manner. If breaches of order occur, a member may rise and say: "Mr. President, I rise to a point of order." The President invites the one speaking to stop a moment and says to the one interrupting: "State your point of order." He is then to do so briefly and the President, having heard the reasons, renders his decision. The speaker continues or stops as the decision may indicate.

A member in speaking may be too personal or use severe or uncalled-for terms. A member may call him to order as above and the President may caution or censure the offending member for the language used. Fortunately, such scenes are rare. Brotherly love and regard and the Christian spirit will prevent such scenes in League meetings, or, if a brother is forgetful of his associates, it will call him back to himself again. Use every effort to avoid harsh words, friction and misunderstanding. If one does a harmful act or says a harsh, hurtful word, all will think the more of him if he will rise in his place and manfully apologize for his lapse.

**Appeals.**—The President may give a decision that some member feels doubtful about. As an appeal seems to reflect upon the one presiding, it is rarely used. Honest differences of judgment may arise, however, and a member may arise and say: "Mr. President, I appeal from the decision of the Chair." All business stops for a moment. The President says: "Shall the decision of the Chair stand as the decision of the Chapter?" If the matter does not relate to violations of the rules of debate or indecorum or priority of business, it can be debated briefly; otherwise, not. Then a vote is taken on the question in the usual manner.

**Committee of the Whole.**—Sometimes a matter that would regularly be referred to a committee should



rather be considered by the entire membership. A motion is then made "that the Chapter do now resolve itself into a committee of the whole to consider—(stating what it is)". If carried, the President then declares the meeting a committee of the whole and vacates the chair. The chairman of the committee having been previously selected, takes the chair. A secretary is selected and consideration of the business is had. When the business is finished a motion "that the committee do now rise," is made. If carried, the chairman goes back to his former place and the President again takes the chair. The committee of the whole now reports through its chairman. The matter may be referred to it again, but if not, the committee having accomplished its work, is dissolved.

**Standing Committees.**—These are the ones provided for in your Constitution or by motion and are permanent during a term of service and expire with that term. They may report progress at any meeting.

**Special Committees.**—These are appointed for special work, make their reports when prepared and are discharged when the duty is performed and their report is received by the Chapter.

**Reports.**—TO RECEIVE A REPORT is to receive it from a committee as presented, but does not bind the Chapter to its recommendations.

TO ACCEPT A REPORT endorses its recommendations and is equivalent to adoption.

**Adjournment.**—Where a prescribed order or program is mandatory a motion to adjourn is not in order and the meeting must close in due form. By a motion to "proceed to close," this may be hastened. Otherwise a motion to adjourn is in order and the meeting closes to convene again at the next stated or prescribed time. ~

## **The Ten Doctrines of Grace,**

**AS HELD BY THE METHODIST EPISCOPAL CHURCH.**

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(Condensed and set forth by Bishop Vincent.)

1. I believe that all men are sinners.
2. I believe that God the Father loves all men, and hates all sin.
3. I believe that Jesus Christ died for all men, to make possible their salvation from sin, and to make sure the salvation of all who believe in him.
4. I believe that the Holy Spirit is given to all men, to enlighten and to incline them to repent of their sins and to believe in the Lord Jesus Christ.
5. I believe that all who repent of their sins and believe in the Lord Jesus Christ receive the forgiveness of sin. (This is Justification.)
6. I believe that all who receive the forgiveness of sin are at the same time made new creatures in Christ Jesus. (This is Regeneration.)
7. I believe that all who are made new creatures in Christ Jesus are accepted as the children of God. (This is Adoption.)
8. I believe that all who are accepted as the children of God may receive the inward assurance of the Holy Spirit to that fact. (This is the Witness of the Spirit.)
9. I believe that all who truly desire and seek it may love God with all their heart and soul, mind and strength, and their neighbors as themselves. (This is Entire Sanctification.)
10. I believe that all who persevere to the end, and only those, shall be saved in heaven forever. (This is the true Final Perseverance.)



## YOUNG PEOPLE'S SOCIETIES.

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[Part VII, Chapter II, of the Methodist Discipline, 1896 Edition Methodist Episcopal Church.]

### I. The Epworth League.

¶ 339. For the purpose of promoting intelligent and vital piety among the young people of our Churches and congregations, and of training them in works of mercy and help, there shall be an organization under the authority of the General Conference of the Methodist Episcopal Church and governed by the following Constitution :

#### CONSTITUTION.

ARTICLE 1. *Name*.—The title of this organization shall be "The Epworth League of the Methodist Episcopal Church."

ARTICLE 2. *Object*.—The object of the League is to promote intelligent and vital piety in the young members and friends of the Church, to aid them in the attainment of purity of heart and constant growth in grace, and to train them in works of mercy and help.

ARTICLE 3. *Organization*.—With a view to carry out the objects of the League the Chapters and such other Young People's Societies as may be approved by the Quarterly Conferences shall be organized into Presiding Elders' District Leagues, and may also be formed into General Conference District Leagues. Other groupings may be arranged for the advantage of the work, such as Annual Conference Leagues, State Leagues, City Leagues, etc. The Chapter shall be under the control of the Quarterly Conference and Pastor. Any

Young People's Society may become an affiliated Chapter of the Epworth League; *provided*, it adopt the aims of the League, that its President and officers and general plans of work be approved by the Pastor and Official Board or Quarterly Conference, and that it be enrolled at the Central Office.\*

ARTICLE 4. *Government.*—The management of the League shall be vested in the Board of Control, to consist (1) of fifteen members appointed by the Bishops, one of whom shall be a Bishop, who shall be President of the Epworth League and of the Board of Control; (2) and of one member from each General Conference District to be chosen at the General Conference, by the delegates of the Annual and Electoral Conferences comprised in the several General Conference Districts respectively. This Board of Control shall meet twice in each quadrennium. Special meetings shall be called by the President upon the written request of ten members of the Board. When the Board of Control holds its first meeting in the quadrennium, should any General Conference District be without representation by failure to elect, the Board may elect some one from the District to represent it.

ARTICLE 5. *Officers.*—The officers of the League shall be a President, four Vice-Presidents—two of whom at least shall be laymen—a General Secretary, a Secretary for work among our colored people, a General Junior Superintendent, and a Treasurer, who shall constitute the General League Cabinet, of which the Editor of the *Epworth Herald* and the German Assistant Secretary shall be members *ex officio*. The President shall be chosen as hereinbefore provided. The Vice-Presidents shall be chosen by the Board of Control from

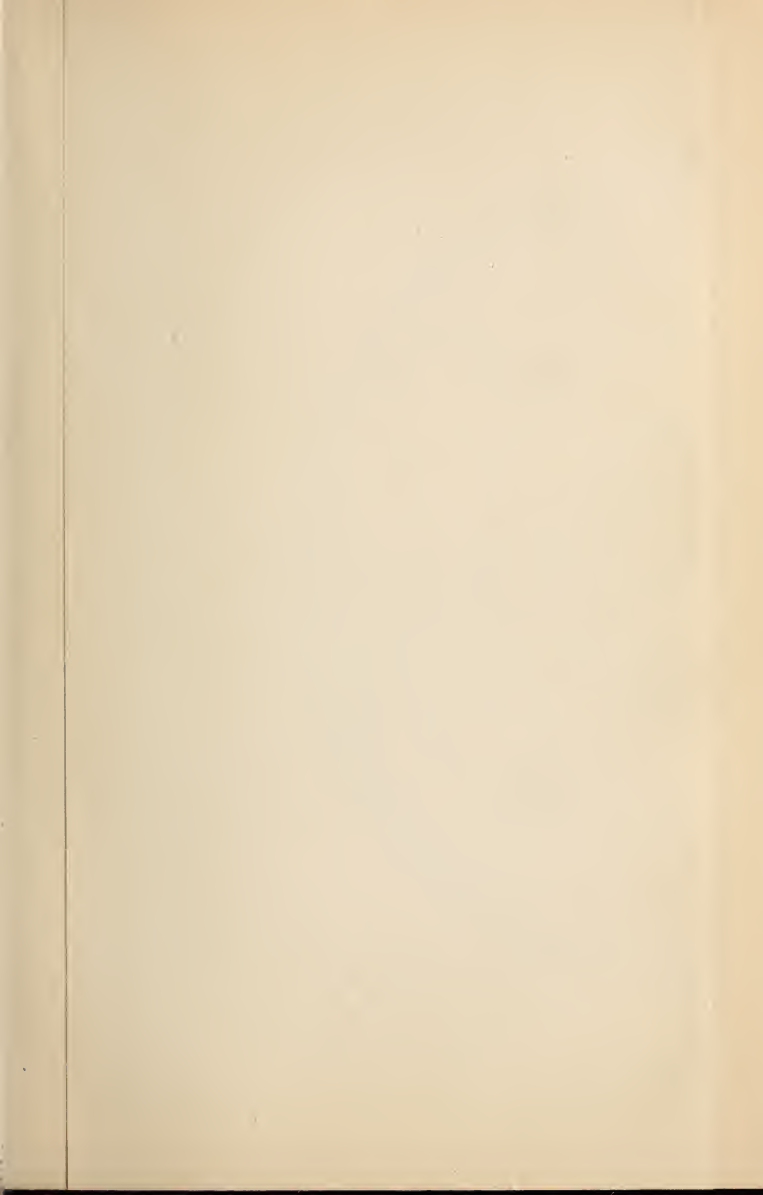
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\*It is not hereby intended to disturb the present status of other Young People's Societies now organized in the Methodist Episcopal Church which are under control of the Pastor and Quarterly Conference.

their own members. The General Secretary shall be elected by the General Conference, the Secretary for work among our colored people, and the General Junior Superintendent by the Board of Control. The General Secretary shall be the executive officer of the League. He shall have charge of all correspondence, and shall keep the records of the League. He shall also be Editor of Epworth League publications other than the *Epworth Herald*. The Treasurer shall be elected by the Board of Control. The Editor of the *Epworth Herald* shall be elected by the General Conference. All these officers shall be elected quadrennially, and shall hold office until their successors are chosen. The duties of the General Secretary, the Secretary for work among our colored people, and the Editor of the *Epworth Herald* shall be performed under the direction of the Board of Control; and the Cabinet shall act for the Board of Control *ad interim*. The Vice-Presidents, the General Secretary, the Secretary for work among our colored people, the General Junior League Superintendent and the Treasurer may be removed at any time for cause by a two-thirds vote of the members of the Board of Control. Vacancies in any of the above-named positions, except the Presidency and the Editorship of the *Herald*, shall be filled by the Cabinet, subject to the approval of the Board of Control.

ARTICLE 6. *German Assistant Secretary*.—The Editor of the *Haus und Herd* is constituted the German Assistant Secretary of the Epworth League, and there by a member of the General League Cabinet.

ARTICLE 7. *Finances*.—The salaries of the Editor of the *Epworth Herald* and of the General Secretary and of the Secretary among our colored people shall be fixed by the Book Committee. All other expenses of the Board of Control shall be met through means which it shall devise. No collection shall be taken by the Ep-











worth League of the Methodist Episcopal Church except for League purposes.

ARTICLE 8. *Central Office*.—The Central Office of the Epworth League shall be in Chicago, Ill.

ARTICLE 9. *Local Constitution*.—The Constitution for Local Chapters shall be in charge of the Board of Control; *provided*, however, that no enactment shall be made which shall in any manner conflict with this General Constitution.

ARTICLE 10. *By-Laws*.—The Board of Control shall have power to enact such By-Laws for its own government as will not conflict with this Constitution.

ARTICLE 11. *Amendments*.—This Constitution shall be altered or amended only by the General Conference.

## II. Duties of Presiding Elders and Pastors.

¶ 340. It shall be the duty of the Presiding Elders when holding District or Quarterly Conferences to inquire into the condition of Epworth League Chapters and such other Young People's Societies as may be under the control of the Quarterly and District Conferences, and to ascertain whether they are conducting their affairs in harmony with the purpose and Discipline of the Methodist Episcopal Church.

¶ 341. It shall be the duty of Pastors to organize, if possible, and to maintain, if practicable, Chapters of the Epworth League.

## III. Duties of the President of a Chapter.

¶ 342. The President of an Epworth League Chapter must be a member of the Methodist Episcopal Church, and shall be elected by the Chapter and confirmed by the Quarterly Conference, of which body he shall then become a member, if approved by it for membership therein. It shall be his duty to present to the Quarterly Conference a report of his Chapter, together with such other information as the Conference may require and he may be able to give.

# CONSTITUTION

FOR

## LOCAL CHAPTER OF THE EPWORTH LEAGUE.

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As revised by the Board of Control, at Chicago, 1900.

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ARTICLE I. NAME. — This organization shall be known as the Epworth League of the ——— Methodist Episcopal Church of ———, and shall be subordinate to the Quarterly Conference of said Church, and be a Chapter of the Epworth League of the Methodist Episcopal Church.

ARTICLE II. OBJECT. — The object of the League is to promote intelligent and vital piety in the young members and friends of the Church; to aid them in the attainment of purity of heart and in constant growth in grace, and to train them in works of mercy and help.

ARTICLE III. MEMBERSHIP. — 1. Members shall be constituted by election of the Chapter, on nomination of the Cabinet. 2. The pastor shall be *ex officio* a member of the Chapter and the Cabinet.\*

ARTICLE IV. DEPARTMENTS. — The work of the League shall be carried out through seven departments, as follows: 1. Department of Spiritual Work. 2. Department of Mercy and Help. 3. Department of Liter-

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\*Whenever a Chapter so decides, there shall be two classes of members, active and associate. Active members shall, in addition to election, as provided in section 1, subscribe to the following pledge:

I will earnestly seek for myself, and do what I can to help others attain, the highest New Testament standard of experience and life. I will abstain from all those forms of worldly amusement forbidden by the Discipline of the Methodist Episcopal Church, and I will attend, so far as possible, the religious meetings of the Chapter and the Church, and take some active part in them.

In such cases, active members only shall be eligible to election as officers of the Chapter. Associate members shall be entitled to all other privileges of membership, excepting the right to vote in the election of officers or to hold office.

ary Work. 4. Department of Social Work. 5. Department of Correspondence. 6. Department of Church Benevolences and Finance. 7. Department of Junior League Work.

The distribution of work under each department shall be as follows:

I. *Department of Spiritual Work.*—This department shall arrange for the regular prayer-meetings of the Chapter. It may also plan special revival meetings, and neighborhood out-door and cottage services, and the like. It shall look after the spiritual welfare of the members of the Chapter, inviting those who are interested to join the classes of the Church. It may conduct devotional meetings for special classes of persons, as sailors, railroad men, etc., and may also conduct prayer-meetings for children when there is no Chapter of the Junior League. It shall help the superintendent in building up and strengthening the Sunday-school. It shall also endeavor to interest the young people in the missionary enterprises of the Church. To this end it shall appoint a Missionary Committee for the Chapter. To it shall be committed all the evangelistic and devotional activities of the Chapter. Where the work of the League is so divided that the different departments interweave their efforts, the Department of Spiritual Work shall arrange for the devotional services in sociables, lectures, and all such meetings.

II. *Department of Mercy and Help.*—This department shall arrange for the systematic visitation of the members of the Chapter, the sick of the neighborhood, the aged, and new-comers to the community. It shall interest the League in the charities of the place, and plan to give aid when needed. It shall have charge of temperance work, social purity work, tract distribution, Christian citizenship, and the like. All kinds of charitable work, when undertaken by the Chapter—such as visiting hospitals, nursing, distributing flowers, starting industrial schools, running employment bureaus, coffee-houses, day nurseries, etc.—shall be under its care.

III. *Department of Literary Work.*—It shall be

the aim of this department to encourage the study of the Scriptures; to instruct the membership of the Chapter in the doctrines, polity, history, and present activities of the Methodist Episcopal Church, and the other denominations of the Church universal; and to give stimulus and direction to general Christian culture. It shall have charge of all courses of reading and study pursued by the Chapter. It may open, wherever practicable, libraries, reading-rooms, art-rooms, night-schools, and the like. It shall arrange for lectures and literary gatherings, when members of the Chapter and others shall present essays, papers, talks, debates, etc. It shall endeavor to extend the circulation of the books and papers of the Church, and do what it can to quicken the intellectual life of its members and the community.

IV. *Department of Social Work.*—This department shall be on the outlook for new members, and be ready to receive them and introduce them at all meetings of the Chapter. It shall have charge of the social part of all gatherings. The music of the Chapter (except that of devotional meetings) and its entertainments, other than the literary programs, shall be under its care. It may provide flowers for the pulpit, ushers when needed, and attend to procuring badges, emblems, banners, decorations, etc., and be the custodian of all such effects belonging to the Chapter. Picnics, excursions, and the like, shall be under its care.

V. *Department of Correspondence.*—This department shall keep a complete record of the membership, of all the meetings, and of all courses of reading and study pursued by the Chapter. It is desirable that it send reports of its meetings to local papers; also, that it keep copies of all programs, newspaper and other notices of its affairs, and all *memorabilia* relating to its doings. It may carry on correspondence with absent members and other Chapters, and read the replies at the meetings of the Chapter, as the Chapter may order. It shall conduct all correspondence with the central and district offices, and be the custodian of all the records of the Chapter. By its members in good standing shall be recommended to other Chapters.

VI. *Department of Church Benevolences and Finance.*—This department shall provide instruction on



the subject of systematic giving, and on the aims and work of our general benevolent societies. It shall present to the Chapter plans for meeting the financial needs of the Chapter. It shall collect all dues and receive all moneys, disbursing the same as the Chapter may direct. It shall forward to the General Treasurer of the Epworth League, in Chicago, Ill., during the month of May in each year, the sum of one dollar as Chapter dues, to meet the expenses of the general organization.

VII. *Department of Junior Work.*—This department shall have charge of all work in the Junior Leagues. For specific directions as to phases and methods of work, see the "Model Constitution for Junior Leagues."

ARTICLE V. OFFICERS.—1. The officers shall be a President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Secretary, Treasurer, and Junior League Superintendent.

2. The President, who shall be a member of the Methodist Episcopal Church, shall be elected by ballot on a majority vote. The other officers, who shall be members of the Methodist Episcopal or some other evangelical Church,\* shall be elected in the same manner, except the Junior League Superintendent, who shall be appointed by the pastor.

3. After approval of the President by the Quarterly Conference, the names of the officers, with their addresses, shall be promptly forwarded to the central office of the Epworth League.

4. The officers shall perform the duties usually assigned to such officers. They shall also, in the order named, beginning with the First Vice-President, represent and have charge of the Departments of Spiritual Work, Mercy and Help, Literary Work, Social Work,

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\*In all those cases where the Chapter is divided into active and associate members, this clause should read, "who shall be active members."



Correspondence, Church Benevolences and Finance, and Junior League Work. They shall, together with the President and Pastor, constitute the Cabinet of the Chapter, aiding the President as he may request.

5. For the purpose of enlisting all in the work and rendering it more effective, the Cabinet shall assign each member to at least one department of work. Each Cabinet officer shall name to the Chapter a committee of from three to five members, for the management of his department, the officer being *ex officio* chairman. If for any cause all the offices of a Chapter shall be vacated, a special meeting may be called by the pastor to fill vacancies.

6. It shall be the duty of the Cabinet to organize a Junior League, under the control of a Superintendent, to be appointed by the pastor.

ARTICLE VI. MEETINGS.—The Chapter shall hold a devotional meeting on —— evening of each week, to be led by one of the members of the Chapter, under the direction of the Committee on Spiritual Work. Other meetings shall be held as the Cabinet may arrange for them.

ARTICLE VII. In cases of immorality, unchristian conduct, or neglect of duty, the Chapter, at any regularly called meeting, may, by a majority vote of the members present and voting, exclude the offender upon the recommendation of two-thirds of the Cabinet, the accused having the right to be heard before the Cabinet.

ARTICLE VIII. BY-LAWS AND AMENDMENTS.—The Chapter may adopt such By-Laws, consistent with the Constitution, as may be needed. Amendments to said By-Laws must be submitted in writing to the Cabinet, and, when approved by it, may be adopted by a two-thirds vote of those present at any regular meeting; provided, however, the pledge be kept inviolate.

## BY-LAWS.

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ARTICLE 1. The Chapter shall hold a devotional meeting weekly on——evening, to be led by the members, under the direction of the Committee on Spiritual Work.

ART. 2. The Chapter shall hold a business meeting on the——evening of each month. [*Insert in the blank "First Monday," "Second Monday," or whatever evening may be chosen.*]

ART. 3. At each business meeting all the departments shall present reports of their work through their respective chairmen.

ART. 4. The following shall be the Order of Exercises at the business meeting: (a) Devotional service, to consist of singing, the reading of Scripture, and prayer by a member, or the Lord's Prayer by all in concert. (b) Minutes of the last meeting and their approval. (c) Reports from the departments of work. (d) Reports from special committees. (e) Unfinished business. (f) Propositions for membership. (g) New business. (h) Adjournment.

ART. 5. At any business meeting——members shall constitute a quorum for the transaction of business.

ART. 6. The annual meeting for the election of officers shall be held on the——evening, in the month of January.

ART. 7. At the annual meeting each officer shall present a written report of the work in the department under his charge during the year.

ART. 8. After the election of officers the secretary of the meeting at which the election was held shall report

in writing to the Official Board or Quarterly Conference of the Church the names of the officers-elect for their approval; and, as soon as practicable, shall communicate the action of the Official Board upon them to the Chapter. The President shall attend as a member each session of the Quarterly Conference.

ART. 9. This Chapter will take an annual collection during the month of May, and transmit it to the General League Treasurer, Chicago, Ill.

ART. 10. Amendments to these By-Laws must be submitted in writing to the Cabinet, and when recommended by the Cabinet may be adopted by a two-thirds vote of those present at any regular meeting.

ART. 11. Any of these By-Laws, except Article 5, may be suspended at any meeting, for that meeting only, by a two-thirds vote of those who are present.

ART. 12. The following is the form for the report of the Local League to the Quarterly Conference :

REPORT OF EPWORTH LEAGUE, Chapter ———, M. E. Church, ——— Charge, ——— District, ——— Conference. For ——— Quarter.

Number of active members.....	—	Increase or decrease.....	—
Number of associate members...	—	Number of meetings held.....	—
Number of honorary members...	—	Religious.....	—
Total.....	—	Social or Literary.....	—
Number at last report.....	—	Business.....	—

The following officers have been elected to serve for the period of ———, subject to your approval:

President,  
First Vice-President,  
Second Vice-President,  
Third Vice-President,

Fourth Vice-President,  
Secretary,  
Treasurer,

Amendment adopted at the Board of Control meeting, 1894:

ART. 13. A regular certificate of membership in good standing in any church shall carry with it a transfer of League membership; provided, however, that if there be no Chapter in the charge to which the member is transferred, he may retain his membership in the Chapter to which he belongs.

## SUGGESTED SERVICES.

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### RECEPTION OF NEW MEMBERS.

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The names of the members elect are read by the Secretary and they take their places before the President's desk.

SECRETARY—Mr. President, the persons before you present themselves for admission into the League. Such action as our Constitution requires has been taken and I now commend them to you for formal reception.

PRESIDENT—Friends, I greet you at the threshold and welcome you to the home and fellowship of this Chapter. You will find here not only warm hearts to welcome you, but you will find willing hands to aid you loyal friends to stand by you and help you, and true Christian lives to ennoble your own. Hear, I pray you, the purpose of our organization.

LEAGUE (rising)—“The object of the Epworth League is to promote intelligent and vital piety in the young members and friends of the Church, to aid them in the attainment of purity of heart and in constant growth in grace, and to train them in works of mercy and help.”

PRESIDENT—Will you willingly join us in this endeavor mutually to aid each other in the upbuilding of Christian character?

RESPONSE—“We will.”

Members elect then step to the Secretary's desk, sign the Constitution, receive a copy of the Constitution and By-Laws and return to position.

The Fourth Vice-President and associates advance and put the League badge on each member.

PRESIDENT—We approve your answer and receive you into our League. You are not only members of

L. C. C.

this Chapter, but you have been admitted into a greater League,—a band of a million young people. Go with us and we will do you good.

Bear in mind, also, that you in turn have a duty to perform. In the name of the League we ask your presence at our meetings whenever possible; we ask prompt and willing obedience when duty calls; we hope that your walk and conversation will be so commendable that reproach shall not come upon us, that you may be good citizens, and that you may attain to the highest round of worthy living. We welcome you as members of Chapter No. — of the Epworth League.

*All rise and sing* "Blest be the tie that binds," *or repeat in concert* "The Lord watch between me and thee when we are absent one from another."

LEAGUE AND OFFICERS—"The Lord bless thee and keep thee." "The Lord make his face shine upon thee, and be gracious unto thee." "The Lord lift up his countenance upon thee and give thee peace."

All return to their seats and the regular order follows.

## JUNIOR GRADUATION SERVICE.

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After a programme consisting of devotional exercises, essays, songs, recitations, etc., by members of the graduating class, the following service may be used:

**JUNIOR SUPERINTENDENT**—My dear young friends, this service marks another epoch in your lives. You came to the Junior League but children; you leave it young men and women. Through these years you have attended its meetings, you have performed the work assigned to you. Having been faithful in these things, we cheerfully recommend you to the Senior League for yet greater opportunities and higher activities. However, before we present you for formal reception, let me ask you to exemplify publicly the work we have done.

A series of questions may be asked that will show clearly the work done in the Junior League. This part should close by their repeating the Apostles' Creed and the Ten Doctrines of Grace. See pages 85, 86.

Mr. President and officers, we commend to your loving, thoughtful watch-care these young lives. We shall miss them but we trust that in this larger field in which their years and their attainments now place them, they may do even greater service, ever looking up to Jesus, ever lifting up others whose eternal good they seek.

**JUNIOR SUPT. AND GRADUATES**—"The Lord watch between me and thee when we are absent one from another."

**PRESIDENT**—

From this point on use the service for reception of members, beginning at "My young friends, I greet you," varying it to *exchange* the junior badges for senior badges, and omitting "The Lord watch between me and thee when we are absent one from another."



## INSTALLATION OF OFFICERS.

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When according to the programme the installation is in order, the Pastor, the Secretary of the Quarterly Conference or Official Board, and the retiring officers shall take their places in front of or within the altar.

PRESIDENT—As retiring officers, it is our duty to render to the League an account of our stewardship. The reports of the several departments will now be presented. (He calls upon each officer one after the other, to give his annual report).

PRESIDENT—Brother Secretary, will you read the names of the persons chosen by the League as their officers for the ensuing year? (The Secretary reads the list).

PRESIDENT—Have these names been presented to the Quarterly Conference or Official Board for approval?

LEAGUE SECRETARY—They have.

QUARTERLY CONFERENCE SECRETARY—Esteemed Pastor, I am instructed by the Quarterly Conference to report to you that the names just read were duly presented to that body and their election has been approved. They have been regularly elected and are the duly qualified officers of.....Epworth League, Chapter No.....for the year.....to..... We trust and pray that they may "quit themselves like men" and that under their ministration the League may prosper and the borders of our Zion be enlarged. I present them to you (the officers elect come forward) for such advice as you may wish to give them, and for formal induction into office.

PASTOR—Short address.

*Concluding, he asks:* What is the object of the League?

OFFICERS ELECT—To promote intelligent and vital piety in the young members and friends of the church; to aid them in the attainment of purity of heart and in constant growth in grace, and to train them in works of mercy and help.

PASTOR—With what commission do you enter upon your respective duties?

1ST VICE-PRESIDENT—And he said unto them, Go ye into all the world and preach the gospel to every living creature (Mark xvi: 15); teaching them to observe all things whatsoever I have commanded you. (Matt. xxiii: 20).

2ND V. P.—And thou shalt love the Lord thy God with all thy heart and with all thy soul and with all thy mind and with all thy strength; and thou shalt love thy neighbor as thyself. There is none other commandment greater than these. (Mark 12: 31-32).

3RD V. P.—How much better is it to get wisdom than gold; and to get understanding rather to be chosen than silver. (Proverbs 16: 16).

4TH V. P.—In all things show thyself a pattern of good works. Be a lover of hospitality, a lover of good men, sober, just, holy, temperate. (James 1 and 2).

SECRETARY—Be not slothful in business. (Romans 12: 11). He becometh poor that dealeth with a slack hand. But the hand of the diligent maketh rich. (Prov. x: 4).

TREASURER—Render unto Cæsar the things which are Cæsar's, and unto God the things which are God's. (Luke xx: 25).

JUNIOR SUPERINTENDENT—Train up a child in the way he should go; and when he is old he will not depart from it. (Proverbs xxii: 6).

PRESIDENT—He that in these things serveth Christ is acceptable to God and approved of man. (Romans xiv: 18).

PASTOR—We have heard your responses and cheerfully and trustingly commit these various duties to your hands.

And now we beseech you, brethren, to know them which labor among you and are over you in the Lord, and admonish you and to esteem them very highly in love for their work's sake. Be at peace among yourselves.

Warn them that are unruly, comfort the feeble-minded, support the weak, be patient toward all men.

Ever follow that which is good, both among yourselves and to all men.

Pray without ceasing.

In everything give thanks.

Quench not the Spirit.

Prove all things. Hold fast that which is good.

Abstain from all appearance of evil.

And the very God of peace sanctify you wholly; and I pray God your whole spirit and soul and body be preserved blameless unto the coming of our Lord Jesus Christ, and may the grace of our Lord Jesus Christ be with you. Amen. (II Thess. v).

## FORMS.

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### I. APPLICATION CARD.

.....EPWORTH LEAGUE,  
CHAPTER No.....  
.....METHODIST CHURCH.

---

I respectfully submit my name for membership in this League, and ask your favorable consideration at your next regular meeting.

Name.....

Address.....

Please sign and return to some member of the League.

Recommended by..... (OVER.)

### *Reverse Side.*

The regular monthly meeting of this Chapter is held on the *first Tuesday* evening of each month.

*League Sociable*—The third week of each month.

*Dues*—Five cents a month.

#### CHURCH SERVICE.

Sunday School at 8:30 A. M. standard time.

Preaching Service, 10:30 A. M. and 7:30 P. M.

League Devotional Meeting, Sunday, 6:30 P. M.

Prayer Meeting, Friday evenings.

.....  
.....  
You are respectfully invited to attend.

(OVER.)

## 2. ASSIGNMENT TO DEPARTMENTS.

### ASSIGNMENT TO DUTY.

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"Watch ye, stand fast in the faith, quit you like men, be strong. Let all your things be done with love."

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.....EPWORTH LEAGUE,  
CHAPTER NO.....

.....  
Name.....  
Department.....  
Work.....

.....  
In case you need any assistance, direction or explanation,  
please call upon me.

.....

## 3. DEPARTMENT CARDS.

## DEPARTMENT OF MERCY AND HELP,

MISS MARY SMITH, 4th Vice-Prest.,  
No. 673 Russell Ave.

Presented by

.....  
.....

Representing

.....EPWORTH LEAGUE.

.....

(OVER.)

*Reverse Side.*

You are cordially invited to attend the various  
services of the

.....Church.....

Sunday School at 8:30 A. M. standard time.

Regular Service, 10:30 A. M. and 7:30 P. M.

League Devotional Meeting, 6:30 P. M. Sundays.

Prayer Meeting, Friday nights.

Monthly League Meeting, first Tuesday evening of each month.

Sociable, third week of each month.

(OVER.)



## 4. READING REPORTS.

.....EPWORTH LEAGUE,  
CHAPTER NO.....

Report of reading by

.....  
for the month of.....189.....

Books read :

Pages read :

.....  
.....  
.....  
.....

Current Literature :

.....  
.....  
.....  
.....

Questions.....

Remarks.....

~~45~~ This report is to be filled out and returned to the Third Vice-President not later than the Sunday preceding the regular monthly literary meeting.

.....3rd V. Pres't.

5. TRANSFER AND WITHDRAWAL CARDS.

No.....

No.....

TRANSFER CARD.

TRANSFER



CARD.:::

EPWORTH MEMORIAL, METHODIST EPISCOPAL, CHURCH.

Date.....18....

Cleveland, O.....18....

Name .....

*To the Epworth League Chapter to whom these Presents Come, Greeting:*

We take great pleasure in commending to your confidence and kindly fellowship the bearer,

Present Address.....

M.....

To what Chapter.....

who desires to cast h..... lot with you. When received to membership in your Chapter, and when notice to that effect is received by us on the accompanying card, h..... relations with this Chapter will cease.

City.....

In fraternal bonds, CAMPBELL CHAPTER, No. 57.

.....Pres't.

.....Sec'y.

## RETURN CARD.

No.....

No.....

## RETURN CARD.

Date of Receipt.....

From.....Sec'y.

..... Chapter.

..... Church.  
Address of person transferred,

(Street, City and State),

To.....Sec'y Campbell Chapter, Epworth League.

## STREET NUMBER

Epworth Memorial Methodist Episcopal Church, Cleveland, O.

*Dear Epworth Leaguer:*

M.....a member of your Chapter,  
whom you commended to us under date of.....18....,  
has been duly received as a member of this Chapter. H..... present ad-  
dress is (Street, City and State).....

Fraternally,

.....Chapter, No.....Sec'y.

.....Methodist Episcopal Church.

(Street, City, State).....

## 6. VISITING CARDS.

## TO WHOM THIS COMES, GREETING :

This Card will introduce to you

.....  
an acceptable member of.....EPWORTH LEAGUE,  
CHAPTER NO.....

.....City. ....State.

Any kindness you may show h..... or any assistance rendered to h..... will be appreciated. This card is good for ..... weeks. Fraternally,

.....Pres't.  
.....Sec'y. ....189...

7. REPORTS.—These are so varied in character that forms would burden this manual. Their character is determined by the officer reporting, the officer or body reported to, and the purpose of the report.

8. TOPIC CARDS, CONSTITUTIONS, BY-LAWS, LEAGUE LEAFLETS ; all League literature can be procured of Eaton & Mains, New York, or Jennings & Pye, Cincinnati.

## 9. RECORD OF DEPARTMENT FOR USE OF OFFICERS.

## RECORD OF DEPARTMENT.....

"Keep that which is committed to thy trust."

<i>Name.</i>	<i>Address.</i>
1.....	.....
2.....	.....
3.....	.....
4.....	.....
5.....	.....
6.....	.....
7.....	.....
8.....	.....
9.....	.....
10.....	.....
11.....	.....
12.....	.....
13.....	.....
14.....	.....
15.....	.....
16.....	.....
17.....	.....
18.....	.....
19.....	.....
20.....	.....
21.....	.....
22.....	.....
23.....	.....
24.....	.....
25.....	.....

## THE FIRST EPWORTH LEAGUE.

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*Place*—Epworth Rectory.

*President*—Susannah Wesley.

She was "devout, thoughtful, amiable, beautiful, thoroughly educated, acquainted with the Greek, Latin and French languages. She showed a discriminative judgment of books and men, and without any unique trait of genius, presents, perhaps, one of the completest characters, moral and intellectual, to be found in the history of her sex."—*Stevens' History of Methodism*, Vol. I.

### DEPARTMENTS.

#### *Department of Spiritual Work.*

In addition to the regular devotional exercises of the home, "Susannah Wesley herself conversed each evening with one of her children on religious subjects, and on some evenings with two, so as to comprehend the whole circle every week."—*Stevens*. Vol. I.

"It has been suggested that the serious weekly conversations which Mrs. Wesley used to hold with each of her children individually may have been present to John Wesley's mind when he established *the class-meeting*."—*Overton's John Wesley*.

#### *Department of Mercy and Help.*

"Wesley's call came to the neglected masses."

"The poor, the needy, the ignorant, the unconverted came to the Epworth Rectory for help and instruction and direction."



Mercy and help work was an early work of Methodism. "Visiting the sick and prisoners, reading to poor families had become a custom of the Methodist band,—one hour every day being spent in such acts of usefulness."—*Stevens*. Vol. I.

*Department of Literary Work.*

"The educational system at the Rectory has been the admiration of all who have written respecting the Wesley family." See *Stevens' Methodism*, Vol. I, pages 54 and 55.

*Department of Social Work.*

"The family school was opened and closed with singing."

"Charles Wesley sang Methodism into the hearts of the people."

"Though method prevailed in this home, it was relaxed at suitable intervals in which the nursery became an arena of hilarious recreation, of high glee and frolic."

She writes, "I take him to have been an honest, weak man who had more zeal than knowledge, by his condemning all mirth or pleasure as sinful or useless, in opposition to so many direct and plain texts of Scripture."—*Stevens*.

Susannah Wesley often joined with her children in their plays and always guarded and directed them.

*Department of Correspondence.*

John Wesley expresses admiration at the serenity with which his mother transacted business, wrote letters, and conversed, surrounded by her thirteen children.

Method was found in every act in that home. No wonder the sons were *Method—ists*.

"An abundant family correspondence remains, and through it all the familiar home 'nick-names' play fondly."

*Department of Finance.*

"The Wesleys were always poor, sometimes even to the verge of starvation."

"The economy by which so large a family was so well sustained and educated is one of the most remarkable facts in its history."

We cannot doubt that this worthy mother taught her sons and daughters lessons of benevolence even though their means were small. The story of the widow's mite would be told them o'er and o'er again.

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"Thus did this truly English and Christian household pursue its course of successful self-culture. For more than forty years it rendered Epworth Rectory a sanctuary of domestic and Christian virtues. Ten of the children attained adult years. All of these became devoted Christians, and every one of them 'died in the Lord'." *Stevens*. Vol. I, page 58.

"Train up a child in the way he should go, and when he is old he will not depart from it."

## ENTERTAINMENTS IN OUTLINE.

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League entertainments should contribute something of value to the literary and social life of the Chapter. It is a great mistake to waste time and effort on programs that please but for the moment and leave no lasting benefit. It is the writer's conviction that young people are not so anxious for "mere amusement" as some imagine, and that they really prefer programs that have genuine merit. They want something "good," not something silly or valueless. *Keep your standard for entertainments high.*

If you depend upon the novel and the unique, something elaborate every meeting, you will soon get into trouble. If you cultivate a taste for these things each one must be more elaborate than the preceding one, or the influence will be lost and the interest lag. Come to depend rather on something good in each program—an old idea dressed up in a new garb, some good thought, some impressive lesson, some historical fact, something of value that you want to leave with all who hear.

As a rule, work out your own entertainment programs. If you prepare them yourselves you will enter into them more heartily and prize them all the more highly. You have brains. You are not dependent upon some one else. You will surprise yourself and your friends with the excellent program you can work out. Try it.

When you have decided upon the general idea of the program, work it out thoroughly. Assign those who take part, in ample time. Be sure to personally explain to them what you want them to do, so that they may be thoroughly informed. Attend to every detail. Every

essay, address, recitation, song, etc., must be ready "on time," so there may be no breaks in the program. See that every one understands his work and is on hand to attend to it. Have the proper committee work up a good attendance. There is inspiration in numbers, you know.

\* \* \* \*

In the pages following I have not attempted to work out the detail of each program. This I leave for you to do for your own good and for the purpose of adapting them to your own local needs, advantages and conditions. They are "entertainments in outline." I shall be pleased to receive at my address—B. E. Helman, No. 1170 Willson avenue, Cleveland, O.—programs you have built up from these suggestions and any others that have proved very successful in your Chapter.

\* \* \* \*

Have plenty of good music. Keep everything moving promptly. Do not let the program be too long nor at all prosy, but bright, crisp, interesting. Select a good title for the evening's program.

\* \* \* \*

Some Leagues can make out of these outlines very elaborate entertainments; others can follow them as they are, and still others can simplify them. Whether simple or elaborate, they can be made very interesting and helpful.

### An Evening of Travel.

This may be given under such titles as: "A Tour Abroad," "Personally Conducted," "A Trip to Bonnie Scotland," "From Dundee to Dunloe," "Ship Ahoy!" etc., varying the program a little to suit the theme. I will suggest three general plans.

1. Invite a half-dozen persons who have been abroad to use eight or ten minutes each in describing some place or country, or narrating some incident in their experience. Essays or better, brief talks on such a round as this might answer: (1) "From New York to Queens-town," (2) "Through the British Isles," (3) "A Day on the Rhine," (4) "The Swiss and Switzerland," (5) "In Gay Paris," (6) "Homeward Bound." It will be easy to find appropriate music. With good music and interesting talks a profitable evening may be spent.

2. A substitute for the above may be found in selecting persons "to study up" the cities or countries and speak or write about them. Of course, it lacks the animation that comes from a talk by one who has seen the places he describes but it may be made very interesting.

3. Give general notice that at 7 P. M. all are to gather at the church to start on a tour of certain cities, and ask them to "post up" on these cities.

At the hour stated the first party starts from the church under charge of a "Conductor" and proceeds to the home of Miss ———, on ——— street, which represents, "London." Here certain ones who are supposed to be London people are ready to meet the touring party. All the talk is about London, its people, sights, etc. After a reasonable time the party leaves for the home of Mr. ———, on ——— street, which is designated as "Paris." Here the same plan is followed.

Then on to a third and a fourth, if desired.

Other small parties in the meantime have started from the church, visting the same places but varying the order. Thus parties meet and a good deal of fun will be gotten out of experiences. In each center the idea of a visited city must be kept up all the time. A most delightful evening will be enjoyed by all.

There may be many modifications of these plans. Aim to make all as natural and as much "like being there" as possible. These entertainments lead to reading books of travel, searching histories and encyclopedias, and stimulate one's conversational powers.

### **My Vacation on a Wheel.**

Have those who took vacation trips on their wheels relate their experiences in talks or papers.

Select music in harmony,—scraps of nature, out-of-door life, etc.

Many who could not get up an essay on a literary theme can tell most entertainingly where they went and what they saw on an actual trip.

### **Kodak Fiends.**

Let all who have kodaks hand their pictures to a "hanging committee" who are to place the pictures on the walls for a picture exhibition. A most interesting collection will be gathered together. An entire evening will be all too short. The entire company will be talking, looking, comparing, inquiring. Can use this for a part in a social. You can vote as to the best picture, or have a comparison by an expert committee, or a lecture on photography by an expert.

### **"When We Were Young."**

Gather together as many baby pictures of persons now grown as possible. Have a committee carefully place these on the walls, *numbering them*. Let all who come make out lists naming the persons pictured, and later have some one read a correct list. Can use this during a social. A very pretty evening's program of song and story can be built up about these pictures and take all back to the days of their childhood with pleasure and profit.



### **“Eyes Have They, But They See Not.”**

Have a committee cut out of papers and magazines a large number of pictures used in advertisements and put these, numbered, on a screen or on the wall. When the members are admitted to see them they are to make out lists naming the advertisers or, better, what advertisement the picture is used with. This tests our powers of observation. Quite a bit of time can be used with this, or it can be made a feature at a sociable.

### **A Sense of Taste Test.**

For an interesting test at a social try the following:

Securely blindfold some one and place on his tongue for him *to taste* and *to name*, certain articles—sugar, vinegar, honey, horse-radish, etc. You will be very much surprised to find how few correct answers will be given and how much our eyesight has to do in determining the taste of articles.

### **Christ's Followers in “Acts.”**

Founding and spreading of the Christian Church.

1. Descent of the Holy Ghost (Pentecost).—Description.

2. Peter,—Short sketch as told in “Acts.”

3. John,—Short sketch as told in “Acts.”

4. Stephen,—Short sketch as told in “Acts.”

5. Saul (Paul),—Short sketch as told in “Acts.”

6. Philip,—Short sketch as told in “Acts.”

Intersperse with appropriate music:

“Onward, Christian Soldiers,” and other Christian work songs.

### **In the Court of Ceres.**

Which grain has been of the most service to man?

Ceres, dressed as the goddess, is seated on her throne, or preceded by a herald who announces her, enters, fol-

lowed by two attendants who take positions one on either side of the throne, march music being played. The decorations and designs about the room should be in harmony with the general plan.

A herald-in-waiting is told to call the maidens representing the Sisterhood of the Fields.

Young ladies personifying Wheat, Oats, Corn, Rice, et al, come into the presence of the Goddess bearing their symbols, while some one concealed plays a march on a piano (an orchestra would be still better). They come before the Goddess and salute her. Here is an opportunity for pretty march movements.

Ceres addresses them and bids them tell what each one has done for man. Then they divide and half take positions on either side of the throne, leaving an open space before the throne. Ceres calls upon one to tell her story. She advances somewhat toward the center (the others may now be seated) and addresses Ceres, telling the story of the grain she represents (five or ten minutes, as deemed best). Then she bows and returns to her place, all rising and standing as she returns.

Ceres compliments her and calls upon a second one. As the second steps forward, the others may be seated. Proceed in this way till all have spoken. Ceres praises them all, shows how dependent men are upon them, and sends them forth again on their mission to men.

The music should all be in harmony—Nature songs will be excellent. If any of the young ladies can play the guitar or mandolin it will add. Still better if part or all can sing; music other than by these should be concealed. Program should not be delayed or broken in upon by new parties.

At the close, when Ceres again sends them forth, they should salute the Goddess and march from the court to march music. Then, if there are no curtains, the God-

dess, preceded by the herald and followed by the attendants, passes out, the music continuing till all are out.

When so elaborate a plan cannot be followed, hold to the main idea and omit all decorating and elaborate dress or settings. Consult the dictionary, encyclopedias and books on mythology. Teachers, physical culture directors, and elocutionists can aid you in working out the details. On this one idea and plan you can build up an entire series; all may vary and all be interesting and instructive.

### **“The Contest for the Crown.”**

Minerva (Wisdom), Hygeia (Health), Clio (History), Euterpe (Poetry and Music), Ceres (Grain), Vesta (Home).

The Scene, a court.

The Crown which is to be awarded is shown on a stand.

Three persons who act as judges, robed in black gowns, hear the arguments, render the decision and award the crown.

Twelve little girls dressed in white, each bearing some symbol, accompany the goddesses. One precedes each goddess as she enters and one follows. While the goddess speaks they stand aside; when she leaves they follow her out.

Each contestant tells what she has done for man and gives reasons why the wreath should be awarded to her.

The persons taking the part of the goddesses dress to represent them, or bear symbols or names to show their dominion. You can find all necessary information in a dictionary or book on mythology. They must have their speeches setting forth reasons why the crown should be theirs well committed, so they may speak plainly and effectively, and must study good enunciation and dignity in bearing and speech.

### **The Procession of the Arts and Sciences.**

Thought.—Certain persons representing selected sciences will seek to prove that they have done more for mankind than any other, and so deserve the decision.

Reward.—A wreath of flowers, ivy or myrtle.

Judges.—Three persons robed in black gowns who are to sit as a court, render decisions and award the wreath.

Heralds.—Each advocate is to be preceded by a herald fittingly dressed, bearing some symbol of the science to be spoken of, who announces the representative of the science, and retires.

Advocates.—Persons representing Astrology, Geology, Physiology, Sociology, etc. As many speakers may be chosen as time will permit. These programs do not admit of much music but marches can be played as they enter and leave.

### **“The Value of the Trades.”**

A good general debate may be had on the question, “Which trade has proved the most helpful to man?” Assign different persons to represent the different trades and leave the decision to three judges, or to a vote of the audience. Or, to make it more elaborate, select three persons to act as judges. The first speaker, a Carpenter, comes in carrying some tools of the trade and speaks for carpentry; then a Mason, in his dress and with some tools, comes and speaks for masonry; then a Printer, an Engineer, etc. The judges give their decision.

### **“The Importance of the Professions.”**

Pursue same plan as outlined above for “Value of the Trades.”

Other similar entertainments can be devised along the same general lines. Subjects will readily suggest themselves.

### **“In the Council of the Nations.”**

Thought.—The new United States in their international place and relation to the other great nations.

If possible, have in the room a number of desks and a chair at each one. Arrange these in a semi-circle about the President's chair in front. When ready to begin, representatives of Germany, France, Russia, Austria, Italy, Japan, China and any other countries desired, come in and take their places. England's chair is empty. Some one nominates one of those present to preside. He is elected, and is just taking his place when the door opens and bustling John Bull comes in, and after him Uncle Sam, with his famous umbrella. John hustles forward, addresses the chair, and regardless of formalities introduces Jonathan to the chairman and all present. He directs Uncle to a seat near by and hustles off to his own. The newcomer becomes at once the observed of all, and one after another rises and tells of the relations past and present of his country and the United States; tells how pleased he is to have Jonathan with them, etc. After all have spoken, Uncle Sam rises, tells what he represents, speaks of the real genius and spirit of our government, what he conceives his mission to be, and without offense to any one plainly and frankly states why he is there, asks their coöperation in bettering the condition of men and making a heaven of earth. Here is an opportunity for a fine address by your best orator. All agree to his proposals and pledge themselves to this broad, glorious mission. The session breaks up, all joining in singing „My Country 'tis of Thee.”

This can be readily varied to suit local conditions. The idea can be used in many ways to make an instructive and interesting evening. Music should of course be patriotic, and if the members of the council can do all the singing or playing so much the better. Members



should carefully study up the countries they are to represent and represent them intelligently.

### **The Appeal of the Nations.**

Thought.—The Macedonian cry of the nations to “come over and help us.”

A simple plan would be to have a series of short essays or talks by various persons representing various countries presenting to the audience the needs of those countries for missionary effort and Christianizing influence.

To make it more elaborate have these representatives as in a council or congress present the claims of their countries. The plan of “In the Council of the Nations” can be followed or some similar plan be devised. The idea is to make missions appeal to the audience as never before. Study the needs of the various countries, and particularly of the one you are to represent, and then make an intelligent, soul-stirring, convincing plea.

### **Who Shall Have the Boy?**

A little boy has been found upon the street by a policeman who brings him into court. The Police Judge hears the pleas of different persons for him and renders his decision.

1. Policeman tells the Court how and where he found the boy. The boy is directed by the kind-hearted judge to a seat by his side.

2. The Judge then turns to the Court and asks, “Who claims this boy?”

3. Different ones then make their pleas: The State, the Saloon, Crime, “Weary Willie” for tramp life, Mr. Wealthy, and a widow for a Christian home, with the promise of some school and a useful trade, but moderate means.



4. The Judge gives him to the widow and tells why, believing that the boy under such conditions will grow up a useful man.

### **"The Evolution of the Hon. Thomas Worthy Smith."**

Hon. Thomas Worthy Smith has been elected to Congress from —th District, and the neighbors have gathered at the depot to see him off. After his departure, an informal meeting is held to give proper expression to the feeling of importance and responsibility that has thus suddenly come upon the little town. Deacon Smith is chosen chairman. He takes the chair and delivers a glowing eulogy upon their congressman and the glory that is now theirs. Not more than three to five minutes for each one.

All speakers proclaim the general fact, but there is a disposition on the part of each to take the credit of his greatness to himself.

1. The Village School-master, now old, was Tommy's first teacher. He feels he gave the twig its "bent."

2. A Sunday-School Teacher who had Tommy in his class.

3. A Grocer who employed him as errand boy in his early teens.

4. A School Teacher who took him through the village school.

5. A Farmer who employed him during the summer months.

6. The Village Parson.

7. The Professor who directed Thomas' education in the neighboring academy.

8. The Deacon closes the meeting by recalling the faithful old Mother and her work and influence. He gives each one a share and pleases all by showing that

their "great man" is the result of the combined efforts of all of them. Three lusty cheers for their congressman are given and the meeting adjourns. All music to be patriotic. As meeting closes, piano or orchestra should play some stirring national air while the audience disperses.

Other titles might be used, as: "The Evolution of a Man," "The Hon. Thomas Worthy Smith," etc.

### Evenings in Art.

A delightful series of entertainments under this general heading can be prepared. There is an abundance of material.

Have the pictures that are spoken of hung up, so that all can see them. If you cannot procure large pictures, good photographs made by the Soule Photograph Co. can be procured for fifteen and thirty cents each. *It may be better to have a good detail than the entire picture.* In the majority of cases the same general program may be followed;—an essay or talk on each picture or group of pictures, and appropriate music.

Consult: Van Dyke's "The Christ-Child in Art," Wallace's "Boyhood of Christ," F. W. Farrar's "The Life of Christ as Represented in Art," Mrs. Jameson's "History of Our Lord in Art," Miss Hurl's "The Madonna in Art."

### I. The Madonnas.

1. The Sistine Madonna, Murillo's Madonna and Child, Luigi Vivarini's Madonna and Child, Lorenzo Di Credi's Nativity, Giovanni Bellini's Madonna of San Zaccaria.

2. Schongauer's Holy Family, Titian's Madonna and Saints, Bodenhausen.

3. Gabriel Max's Madonna and Child, Madonna of Castelfranco, Raphael's Madonna del Granduca.

4. Fra Angelico's Madonna della Stella, Bougereau's Madonna of the Angels, Raphael's Madonna in the Meadow, Leonardo da Vinci's Madonna of the Rocks.

5. Madonnas by American artists.

## **II. The Boyhood of Christ.**

1. The Boy Christ.—Bernardino Luini, Cesare da Sesto, Guido Reni, H. Hofmann.

2. The Child Jesus in the Field.—Alfred Bramtot.

3. The Child Jesus Taught by his Mother.—Luc Olivier Merson.

4. Jesus and St. John.—Guido Reni, Botticelli.

5. In the Shop of the Carpenter.—J. E. Millais, Holman Hunt.

6. Christ in the Temple.—Duccio, Holman Hunt, Hofmann.

## **III. Scenes in the Life of Christ.**

1. HIS BAPTISM.—Verrochio and Leonardo da Vinci, Franceschi.

2. THE TRANSFIGURATION.—Fra Angelico, Raphael.

3. ECCE HOMO.—Corregio, Guido, Cigoli, Ferrari, Rembrandt.

4. THE CRUCIFIXION.—Fra Angelico, Leonardo, Raphael, Dürer, Van Dyck, Velasquez, Hofmann.

5. THE ASCENSION.—Giotto, Perugino, Hofmann.

## **IV. The Prophets, Disciples, and Leaders.**

1. Statue of Moses.

2. Elijah.

3. Daniel (Doré).

4. Apostles Preaching (Doré).

5. Paul.

6. Last Supper (L. da Vinci).

7. Washing the Disciples' Feet (Ford, Maddox Brown).

8. Sargent's Frieze of the Prophets.

### V. Christ in the Home.

1. At the Wedding in Cana of Galilee.—Veronese, Tintoretto.
2. At the House of Mary and Martha.—Martin de Vos.
3. Jesus at Simon's House.—Rossetti, Veronese.
4. Peace be to this House.
5. The Supper at Emmaus.—Bellini, Bonifazio, Moretto.
6. Jesus Parting from His Mother.

### The Course of the Seasons.

#### SPRING.

1. An essay on Spring—its value, its delights, comparison with other seasons.
2. A Spring poem.
3. Music—Spring songs.
4. Tableau—"Spring" or "Spring Scene."

#### SUMMER.

1. An essay on Summer—its value, its delights, comparison with other seasons.
2. A Summer Holiday,—Sport, or other light matter in prose or verse.
3. Music—songs of the Summer time.
4. Tableau—"Summer" or "Summer Scene."

#### AUTUMN.

1. An essay on Autumn—its value, its delights, comparison with other seasons.
2. Poem—*An Autumn Idyl*.
3. Music—songs of the season.
4. Tableau—"Autumn" or "Autumn Scene."

#### WINTER.

1. An essay on Winter—its value, its delights, comparison with other seasons.

2. Poem — a Winter scene or song.
3. Music — a song of the Winter season.
4. Tableau — "Winter" or "Winter Scene."

This can be gotten up quite elaborately or it can be simplified to four essays on the seasons, describing and comparing them. Here is an opportunity for a good deal of genuine humor. It can be made into a series of four entertainments.

### A Ray of Light.

Idea: Show what a ray of light is and what it may do.

1. A Journey of a Thousand Years. The journey of a ray of light from a distant star to the earth or some planet.

2. A Ray of Light Analyzed.

If possible have some capable person resolve a ray of light into the primary colors and explain same, or put the spectrum on the blackboard and have some one describe it.

3. What a Ray of Light Did for a Noble Ship. A story of a ship saved from the rocks by the light from the lighthouse.

4. A story. Some one tell in story form what a ray of light saw and did in a poor home it visited.

A song — "I Entered Once a Home of Care."

5. An Exploring Trip that an X-ray Took.

This program may be made very interesting and instructive. Any part you cannot have conveniently, you can omit and yet have a good program. The story form will prove effective if they are well told.

Each topic may be made the theme for an evening's entertainment. To illustrate, note Topic 5 made into a program for an entire evening.

## The Strange Adventures of Mr. X. Ray.

Told by Himself.

1. He tells something of his history, his ability to go anywhere, exceeding Jules Verne's greatest hero.
2. A Night in a Scientist's Laboratory.
3. What Ailed Billee? The investigation into the causes leading to the death of Mr. Billee Goat.
4. A Peep into a Man's Pocket-book.
5. Five Minutes in the Heart of a Man.

Let each topic be carefully and entertainingly written up. Tell it just as Mr. X. Ray would tell it.

Let us carry this idea on farther and make another entertainment out of the last topic.

### "In the Heart of a Man."

Let five persons, each supposing himself to have the power to look into "the heart of a man," tell what they saw.

Or you might have the first one read a description of Mr. John Doe as the world saw him, telling just what the world's verdict was. This is his *reputation*.

Then let the other four use their imaginations and picture what they saw. Bring it about that while they may see very different things, they shall all agree on certain things being found there. These mark *character*. The difference between *character* and *reputation* can be well worked out and yet all prove amusing (if well handled), interesting and profitable.

### New Inventions and Discoveries.

A set of avowed "cranks" describe "the results of their many years of arduous labors," as:—

1. Square Pegs for Round Holes.
2. Perpetual Motion.



3. A Passage to the Interior of the Earth via the North Pole.

4. A Needle that is Never Lost.

5. A Speed Register for Messenger Boys.

6. An Automatic Increasingly-full Pocket-book.

7. A Fountain of Perpetual Youth.

A good deal of amusement may be gotten out of such a program and value through the inventive skill displayed in descriptions.

### **The Missionary Social.**

In preparation, let a committee search the library for the immortal sayings of the greatest missionary leaders, writing each on a separate piece of paper, together with the author's name, native land, years of birth and death, and field of labor; for example:—

“My prospects are as bright as the promises of God.”

“Adoniram Judson.

America—Burmah.

1788-1850.”

There should be as many cards as expected attendants. Each card may be duplicated five or six times. Pencils and blank paper should be provided for each person present. Appropriate music, with brief addresses, recitations or readings might occupy the first half hour. Then let the chairman of the evening announce what use is to be made of the cards to be distributed, and that a prize is to be given to the person memorizing the greatest number within the next thirty minutes, explaining that the committee cannot enter the competition. After the distribution of the cards let the time be spent by the members in circulating among each other and learning the contents of as many cards as possible.

Promptly at the end of the time appointed, let the cards be collected and each one present be furnished with blank paper and pencil. Let ten minutes be given for the reproduction of the cards. While refreshments are being served or the social hour extended, let the papers be examined. The awarding of the prize by the pastor will offer him an opportunity to call attention to the immortal lives lying back of the immortal words studied during the evening. Instead of the above, "Facts about India," or about some other field, might be used.

—From the "Missionary Spoke."

### **"Singing Again the Old Songs."**

The program to consist of the singing of old favorites. It may be interspersed with brief sketches of the writers, causes of popularity, etc.,—not too much, just enough to vary the program.

1. "Should Auld Acquaintance be Forgot?"
2. Short sketch of John Howard Payne, and "Home, Sweet Home."
3. A good soloist sings the verses and all join in the chorus of "Home, Sweet Home."
4. A sketch of Stephen C. Foster, telling about his writing of the famous "Plantation Melodies."
5. Have a quartette of young colored men sing "My Old Kentucky Home" and "Old Folks at Home."
6. Sketch—"Thomas Moore and his Irish Melodies."
7. Some good soprano sing "'Tis the Last Rose of Summer" and "Oft in the Stilly Night."
8. "A Sketch of Charles Wesley, the Hymn Writer."
9. Sing several of his best numbers.
10. A series of songs that have been well-known for years in your own community.
11. What is *the* American song? Why?
12. Close with "America," every one joining.

### **"If I Were a Voice."**

Different members are to tell what wrong they would right or danger avert or condition change if they could reach all men the wide world over and arouse them to action.

A program might take such a form as this:

1. The song — "If I were a Voice."
2. An essay by a young lady who sets forth her purpose to arouse her sisters to greater zeal in missionary effort.
3. A missionary song.
4. An oration on "Siberia and its Cruelties."
5. A song of liberty.
6. A humorous article on "An Effort to Banish the Mother-in-law Joke."
7. An oration — "The Union of Labor and Capital."
8. An essay — "A Message to Every Young Man and Woman,— Go to College."
9. Concluding song — "Blest Be the Tie That Binds."

### **School Days:**

1. Some elderly person describes the old-fashioned log school-house, methods, etc. Ten minutes.

2. The Kindergarten. A kindergartner brings in a class of boys and girls and carries them through an exercise to show just how kindergarten work is done. Ten minutes.

3. Address on "The Public-School System in America." Ten minutes.

4. Paper — "Colleges, Universities and Special Schools." Ten minutes.

5. Reminiscences — A dozen persons or more tell incidents in their school experience.

Music by school orchestra. School songs. Thirty minutes.

### **The Blood of the Martyrs.**

‘The blood of the martyrs was the seed of the church.’

1. Paper — What does this statement mean? Tell in general terms.
2. Stephen, the First Martyr.
3. “ The Avon to the Severn runs,  
The Severn to the sea;  
And Wickliffe’s dust shall spread abroad,  
Wide as its waters be.”
4. John Huss and Jerome of Prague.
5. The Inquisition,
6. Unnamed Heroes who Died for Their Faith.
7. How have the Martyrs Saved the Faith and Spread the Gospel?

Let the music be the great hymns of the church setting forth the trials of the early Christians, the struggles of Christ’s followers and the victories of faith.

### **Current History Club.**

This club should meet once every two weeks at the home of a member. Its reading is to be done during the interim as the time of each one will permit. Its purpose is to study themes or topics of the day. Suppose that the topic for the next meeting is, “The Impending Conflict in Southern Africa.” Each member reads newspapers, magazines, histories, encyclopedias to thoroughly “post” himself as to the causes of the contention, the present status, the probabilities, etc. He must seek to be master of the subject, the best informed one there. The meeting can take the plan of a fixed program, touching various phases of the subject or, as the writer would prefer, use the evening as a time for a social exchange of information and views.

For this particular evening it might be well to let one person present the case for England and one for the Boers. No single plan should be followed at all meetings. Use devices that will give opportunity for development of theme through conversation. Cultivate thus "this neglected art." If all are filled with facts, it will be easy for all "to talk."

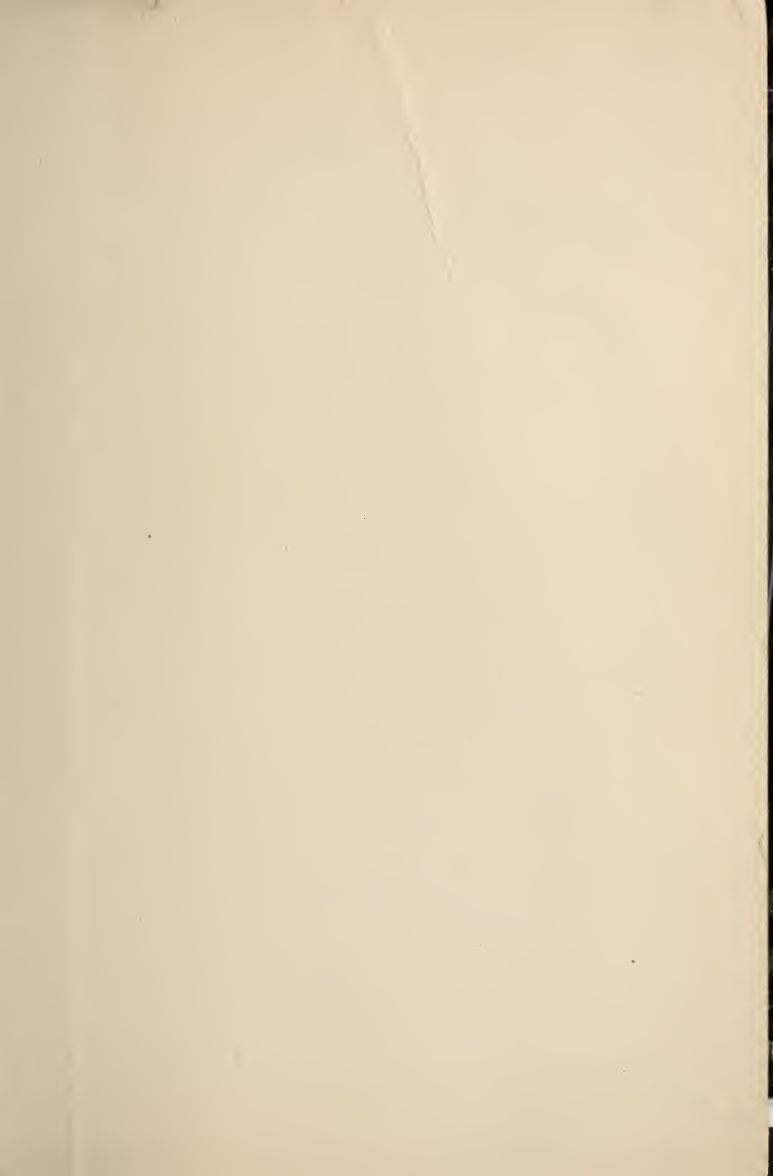
For other evenings use: "The two best books of current fiction," with a review of each; "The Spanish-American War," carefully and thoroughly investigating its causes, saying little or nothing about its actual events, but a comprehensive view as to its far-reaching changes and results; "The Dreyfus Trial"—conditions in France, forces at work there, militarism, what is the real significance of the trial, etc.; "Trusts, Their Uses and Abuses"—clear explanation as to what they are, dangers, influence they have and power they wield, shall they be destroyed or a study be made of them and they be utilized, etc. Of course these topics may be of no current value at the time you read this, but they suggest the field this work can occupy. If a new and suddenly popular book comes out, or some great national or international event occurs, take it up and study it at once. The whole purpose is to be well-informed on the living questions of the day. Have a regular club or committee organization to plan, select topics, manage the social features and "keep things moving."

Mar 20 1901

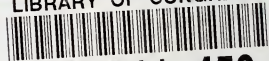
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